



IDRA WORLD CONGRESS 2026

Driving Global Water Sustainability
through Innovation

1-5 NOVEMBER 2026 | KING FAISAL CONGRESS CENTER
INTERCONTINENTAL HOTEL | RIYADH - SAUDI ARABIA

Exhibitor Manual

#ROADTORIYADH

Under the esteemed patronage of

وزارة البيئة والمياه والزراعة
Ministry of Environment Water & Agriculture



Hosted by

الهيئة السعودية للمياه
Saudi Water Authority



Organized by





WELCOME TO IDRA WORLD CONGRESS 2026

Dear Valued Exhibitor,

Welcome to the IDRA World Congress 2026, themed "Driving Global Water Sustainability Through Innovation."

Organized by the International Desalination and Reuse Association (IDRA) and hosted by the Saudi Water Authority (SWA), under the esteemed patronage of the Ministry of Environment, Water and Agriculture (MEWA), the Congress will bring together global leaders, innovators, and decision-makers from across the water sector for five days of technical and thematic sessions, workshops, networking opportunities, and a world-class exhibition in Riyadh, Saudi Arabia.

To support your preparations and ensure a smooth and successful exhibition experience, we have prepared this Exhibitor Manual as your comprehensive guide. It contains essential information on key deadlines, stand specifications, venue and site regulations, operational requirements, and health and safety guidelines for both Shell Scheme and Space Only exhibitors.

Should you require any assistance or have questions that are not addressed in this manual, the ADD Enterprise Exhibitor Relations Team will be available to support you throughout the preparation and exhibition period.

We look forward to welcoming you to Riyadh and to a successful IDRA World Congress 2026.

Warm regards,

International Desalination and Reuse Association (IDRA)
The ADD Enterprise Exhibitor Relations Team





TABLE OF CONTENTS

No.	Section	Page
1	Official Contractors & Key Deadlines	4
2	Exhibition Schedule	6
3	General Information	7
4	Onsite Facilities	10
5	Stand Specifications	12
6	Space Only Stands	16
7	Health & Safety	20
8	Official Contracting & Forms	23
9	Appendix A: A-Z Exhibitor Regulations	24
10	Appendix B: Compliance Forms	26



OFFICIAL CONTRACTORS & KEY DEADLINES

OFFICIAL CONTRACTOR

ADD Enterprise is the sole Official Contractor for the IDRA World Congress 2026 and provides all stand construction, technical, and event services directly to exhibitors — for both Shell Scheme and Space Only stands. The Shell Scheme package is included as standard for Shell Scheme stands; Space Only stand design and build is a separate chargeable service provided by ADD Enterprise.

IMPORTANT: All electrical installations must be carried out exclusively by ADD Enterprise Technical Services. No forklifts or MEWPs (Mobile Elevated Working Platforms) are permitted in the venue at any time.

Service	Contractor / Point of Contact
Exhibitor Services (all enquiries)	ADD Enterprise — ExhibitorManagement@addenterprise.com (+966) 53 165 3383

KEY DEADLINES

The following deadlines apply to all exhibitors. Failure to meet a deadline may result in additional charges or inability to participate in official services.



DEADLINE	ITEM	APPLIES TO
1 October 2026	Space Only Stand Design Submission (3D render + CAD drawing)	Space Only
1 October 2026	CR License, Insurance & Risk Assessment — email submission	Space Only & Shell Scheme
1 October 2026	Safety and Welfare Declaration & Contractor HSE General Requirement — email submission	Space Only & Shell Scheme
10 October 2026	Method Statement & Structural Calculations (if applicable)	Space Only
10 October 2026	Artwork / Graphics Submission	Shell Scheme
10 October 2026	Fascia Nameboard Text Submission	Shell Scheme
5 October 2026	Space Only Electrical / Power Supply Order + Main Power Grid Plan	Space Only
29–31 October 2026	Build-Up Period	Space Only & Shell Scheme — see access windows in Section 2

COMPLIANCE DOCUMENTATION — SUBMISSION BY EMAIL

The following are compulsory for all exhibitors and are submitted by email to ExhibitorManagement@addenterprise.com — no separate form required:

- Contractor Trade / Commercial Registration (CR) licence copy
- Risk Assessment & Method Statement (RAMS) — signed, stamped, on company letterhead (see Appendix B.8 for guidance and a template)
- Public Liability Insurance — minimum SAR 10,000,000 coverage; attach your certificate
- On-Site Staff List — full names of all personnel attending the event, for badge/wristband issuance
- Safety and Welfare Declaration — completed and signed (see Appendix B.4)
- Contractor HSE General Requirement — accomplished and signed (see Appendix B.5)

Subject line format: [Stand No.] – [Company Name] – Compliance Documents

One email per company with all documents attached. File names should include the document type and company name (e.g. RiskAssessment_CompanyName.pdf). Incomplete submissions will be returned for resubmission before the deadline.



EXHIBITION SCHEDULE

All times are local Riyadh time (AST, UTC+3). Please plan your logistics accordingly.

BUILD-UP — ACCESS BY STAND TYPE

All times are local Riyadh time (AST, UTC+3). Please plan your logistics accordingly.

DAY / DATE	TIME	SHELL SCHEME	SPACE ONLY
Day 1 — Thu, 29 Oct	08:00–20:00	No Shell Scheme exhibitor access. ADD Enterprise builds all Shell Scheme stands.	Contractor build begins.
Day 2 — Fri, 30 Oct	08:00–20:00	No Shell Scheme exhibitor access. ADD Enterprise completes and hands over the stand.	Contractor build continues; all construction must be complete by 20:00.
Day 3 — Sat, 31 Oct	08:00–18:00	Shell Scheme exhibitor access opens. Dressing, products and display setup only — no structural changes, drilling, or alterations to the stand shell.	Final dressing, cleaning, AV testing and handover.

Halls must be show-ready by 18:00 on Saturday, 31 October 2026.

CONGRESS OPEN DAYS

DATE	TIME	INSTRUCTION
Sunday, 1 Nov 2026	09:00 – 16:50	Pre-Congress Workshops — open to all registered delegates
Monday, 2 Nov 2026	08:30 – 17:50	Exhibition & Congress Day 1
Tuesday, 3 Nov 2026	08:30 – 19:30	Exhibition & Congress Day 2
Wednesday, 4 Nov 2026	08:30 – 17:30	Exhibition & Congress Day 3 — Gala Dinner & I&S Awards Ceremony (evening)
Thursday, 5 Nov 2026	08:00 – 15:00	Exhibition & Congress Day 4 — Final Day; Closing Luncheon



BREAKDOWN

DATE	TIME	INSTRUCTION
Thursday, 5 Nov 2026	15:30 – 20:00	Removal of handheld items (portable, manually-carried property) only.
Friday, 6 Nov 2026	08:00 – 17:00	Full dismantling of stands and clearing of halls.

NOTE: Breakdown may not begin until 30 minutes after closing (15:30), to allow all visitors to leave the venue, and only once halls are cleared and permission is given by ADD Enterprise.

GENERAL INFORMATION

ABOUT THE IDRA WORLD CONGRESS 2026

Themed "Driving Global Water Sustainability Through Innovation," the Congress is organized by the International Desalination and Reuse Association (IDRA) and hosted by the Saudi Water Authority (SWA), under the patronage of the Ministry of Environment, Water and Agriculture (MEWA).

ABOUT THE VENUE

The Congress will be held at the King Faisal Congress Center, InterContinental Riyadh by IHG, King Saud Road, Riyadh 11481, Kingdom of Saudi Arabia.

EXHIBITION HALLS

HALL	DESCRIPTION
Hall 1 — Main Hall	Sponsors Exhibition Hall: houses larger booth configurations (18–54 sqm). Stand height varies by booth size — see Section 5.
Hall 2 — Buraidah Hall	Exhibitors Exhibition Hall: 9 and 18 sqm booths available as Space Only and Shell Scheme. Maximum stand height 3m for all stands in this hall.
Hall 3 — Diriyah (Lobby corridor)	Additional Exhibitors area: 9 and 18 sqm booths available as Shell Scheme. Maximum stand height 3m for all stands in this hall.



VISAS & ENTRY TO SAUDI ARABIA

International exhibitors and delegates are responsible for obtaining the necessary visa. Visa applications should be submitted at least 8–10 weeks before the Congress. Saudi Arabia offers an e-Visa for many nationalities — visit www.visitsaudi.com for details.

ALCOHOL & DRUG POLICY

The Kingdom of Saudi Arabia strictly prohibits alcohol and illegal drugs. Consuming alcohol or taking illegal drugs on site during build-up, the open period, or breakdown is strictly forbidden; anyone under the influence will be excluded and authorities contacted.

DRESS CODE

All exhibitors and staff must dress respectfully of Saudi Arabian culture and traditions. Business attire is recommended. Female exhibitors are advised to dress modestly.

CURRENCY

The currency is the Saudi Riyal (SAR). All official services and fees are quoted in SAR unless otherwise stated. Major credit cards are widely accepted.

INSURANCE

The exhibitor is fully responsible for comprehensive insurance covering their exhibits, display materials, personal property, and staff, against all risks, both in transit and on location for the entire show period. Any loss or damage during the show must be reported immediately to the ADD Enterprise Exhibitor Relations Team and on-site security.

Public Liability Insurance: a minimum coverage of SAR 10,000,000 is required for all exhibitors, Shell Scheme and Space Only alike.

Important — Saudi Regulatory Compliance: Under Saudi Arabia's insurance regulations, policies issued by non-admitted (non-Saudi-licensed) insurers may not be recognized locally, and claims may not be enforceable within the Kingdom. All exhibitors, and international exhibitors in particular, must ensure their Public Liability Insurance is issued or countersigned by an insurer licensed in Saudi Arabia. Exhibitors may proceed with their own insurance arrangements now, provided this requirement is met. ADD Enterprise will separately confirm an approved local broker option for exhibitors who require support obtaining compliant coverage; details will follow in a subsequent update to this manual. For questions, contact ADD Enterprise Exhibitor Relations at ExhibitorManagement@addenterprise.com.



BADGES & PASSES

- **Exhibitor Badges:** required for all exhibitors during open days; collected from the registration desk at the venue.
- **Contractor Passes:** required for build-up and breakdown access.
- No one is permitted into the exhibition hall during build-up, open period, or breakdown without the appropriate pass.

CHILDREN

Attendance by anyone under 16 is strictly prohibited throughout the Congress (build-up, open days, and breakdown). No childcare facilities are provided. Anyone under 18 cannot enter the halls during build-up or breakdown.

SUSTAINABILITY

All exhibitors are expected to adopt sustainable practices. Submission of the Sustainability Form is mandatory for all Space Only exhibitors. A non-refundable Sustainability / Wastage Fee of SAR 1,000 (excl. VAT) applies to all Space Only stands. Payment details will be confirmed separately once ADD Enterprise's bank account information is finalized; proof of payment should then be forwarded to ADD Enterprise Exhibitor Relations.

Keeping the site clean: Contractors and exhibitors must keep the area behind and around their stand clean and free of waste at all times during build-up, open days, and breakdown. No waste is to be left on site. Should ADD Enterprise need to clean a stand due to non-compliance with this requirement, a chargeable cleaning fee will apply.



ONSITE FACILITIES

CUSTOMER SERVICE - INFOHUB

An InfoHub will be located within the exhibition hall area. The ADD Enterprise Exhibitor Relations Team will be available throughout all official show hours to provide assistance and support.

CATERING

Stand catering is provided by the venue's in-house caterer. No exhibitor may offer food or drink on their stand other than a regulation sample size, unless ordered through the official provider. To arrange catering for your stand, contact ADD Enterprise Exhibitor Relations at ExhibitorManagement@addenterprise.com.

CLEANING SERVICES

For Shell Scheme exhibitors, cleaning is generally provided on the opening morning of the show. Cleaning is not provided in advance for Space Only stands but can be requested. Place full rubbish bin bags in the aisle end of each day.

SECURITY

- General security operates 12 hours per day in conjunction with venue management.
- Stands must not be left unattended at any time during the open period.
- Valuable items should be kept under constant supervision and removed each evening.
- ADD Enterprise assumes no liability for items brought into the halls

INTERNET

Complimentary internet is provided by the venue for all exhibitors, suitable for general use such as email and browsing. Exhibitors requiring dedicated or higher-capacity connectivity (e.g. live streaming, heavy data use) may arrange their own supplementary connection — local providers such as STC, Zain, and Mobily offer routers and SIM cards available locally in Riyadh.

STORAGE

No excess stock, literature, or packing cases may be stored around or behind your stand (fire risk). On-site storage — contact ADD Enterprise Exhibitor Relations at ExhibitorManagement@addenterprise.com to confirm availability (fees apply).



SHIPPING & DELIVERIES

For local deliveries, lifting, and shipping support, contact ADD Enterprise Exhibitor Relations at ExhibitorManagement@addenterprise.com. Deliveries only during official build-up hours and up to one hour before opening; none during show hours. International exhibitors should plan freight and customs clearance well in advance of the build-up period.

FIRST AID

First aid facilities are available at all times during the show, including build-up and breakdown, and are clearly signposted. Contact the ADD Enterprise Exhibitor Relations Team or any security guard for assistance.





STAND SPECIFICATIONS

SHELL SCHEME STANDS

Shell Scheme stands are built entirely by ADD Enterprise. Available in Hall 2 – Buraidah Hall, in 9 sqm and 18 sqm sizes only. Maximum stand height: 3m.

What's Included

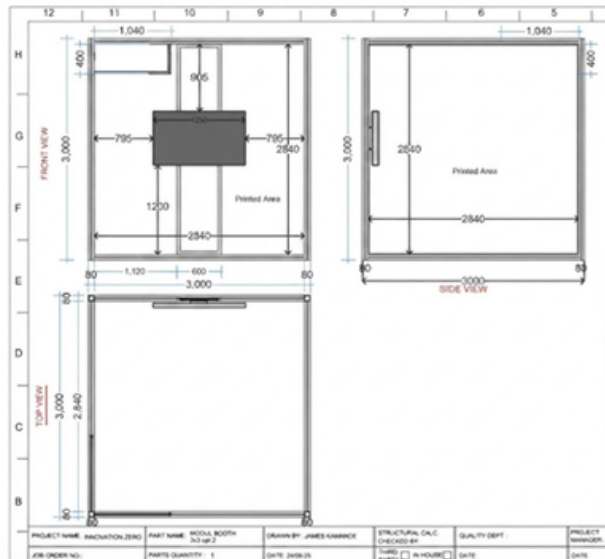
ITEM	9 SQM PACKAGE	18 SQM PACKAGE
Carpet	Y	Y
Round Table(s)	1	2
White Chairs	2	4
Reception Counter (with graphics)	1	2
Waste Basket	1	2
Spotlights	3	6
Electrical Socket	1	2
TV / Screen	1	1

Electrical socket: the standard socket included with your stand is rated 500W and intended for light-duty use only, such as charging laptops and tablets — it is not suitable for heavy power equipment.

TV / Screen: one TV/screen is provided per stand, regardless of size — it is not doubled for the 18 sqm package.

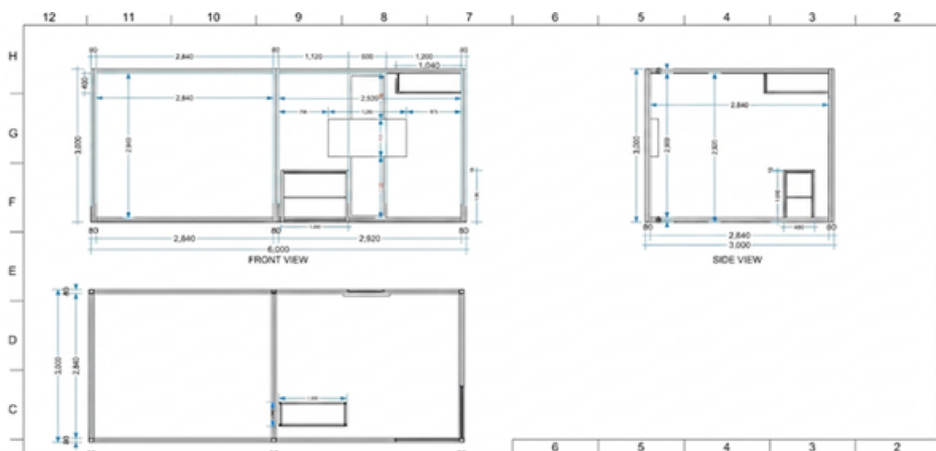
9 SQM PACKAGE (3M × 3M)

Technical drawing shown for reference — dimensions in millimetres.



18 SQM PACKAGE (6M × 3M)

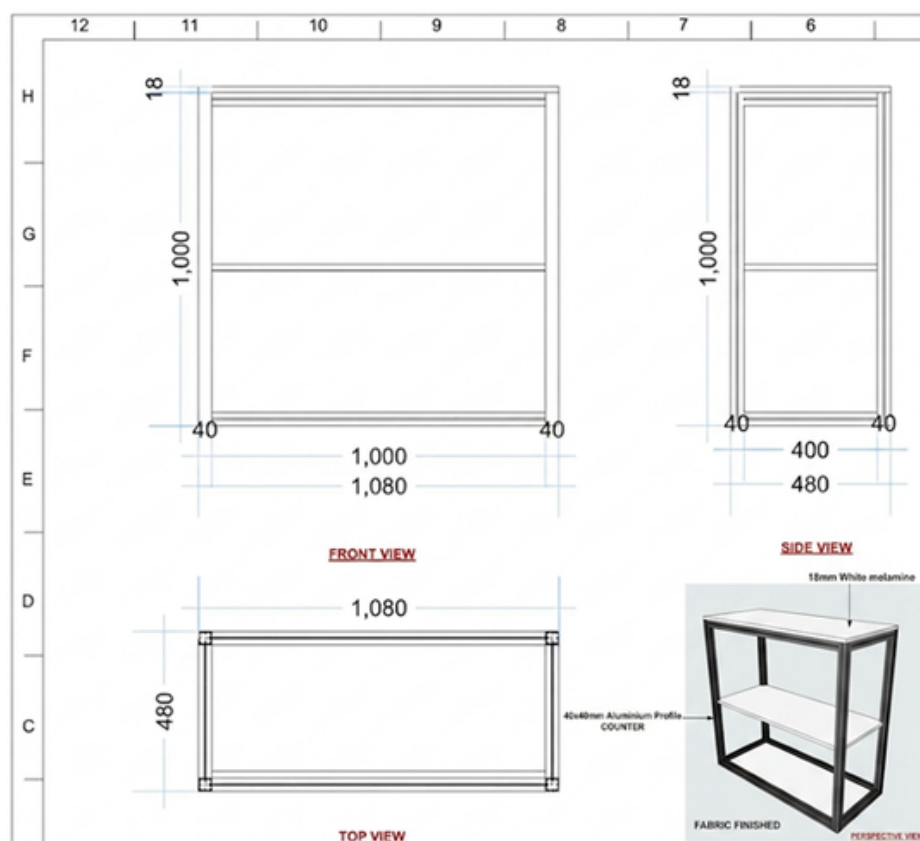
Technical drawing shown for reference — dimensions in millimetres.





RECEPTION COUNTER — STANDARD DIMENSIONS

Provided with both the 9 sqm and 18 sqm packages (2 counters for 18 sqm). 1,080mm (W) × 480mm (D) × 1,000mm (H); 40x40mm aluminium profile frame, 18mm white melamine top.



DESIGN & BUILD BRIEF

Your Shell Scheme stand is built and installed by ADD Enterprise ahead of your arrival (see Section 2 for the build-up schedule). To help you prepare your own branding, staffing plan, and stand layout, please note the following:

- Confirm your exact stand dimensions and back-wall count from the technical drawings above before preparing artwork or signage.
- Wall panel artwork must be designed to the printed area shown on the technical drawing for your stand size (see Artwork / Graphics Submission below).
- The reception counter, table, chairs, waste basket, and spotlights will be fixed in position and cannot be relocated on-site without prior approval.
- If a TV/screen is fitted, confirm its exact wall position with ADD Enterprise before finalizing your wall artwork, so your design doesn't overlap it.
- Plan your staffing and any additional furniture/AV needs around the fixed layout — additional items must fit within your stand boundary and comply with Section 6 (Health & Safety)



- Any request to deviate from the standard layout (e.g. additional shelving, a different counter position) must be raised with ADD Enterprise in advance of the build-up period.

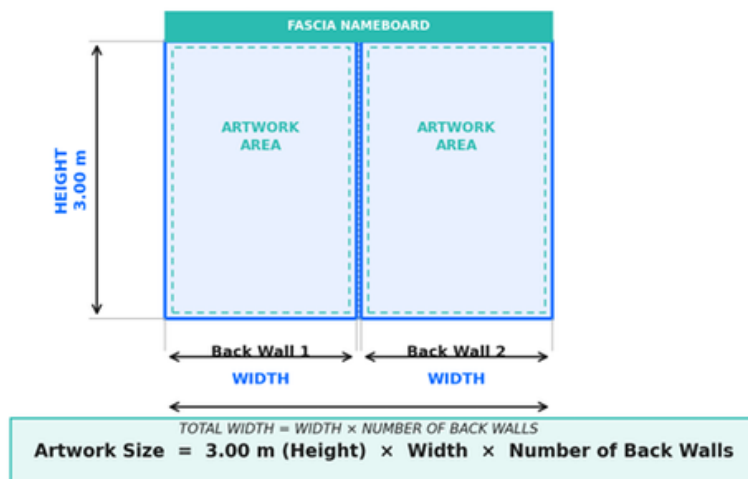
ARTWORK / GRAPHICS SUBMISSION

Wall panel artwork must be created to the following specification: height 3m × width × number of back walls for your stand size.

- Submit as high-resolution PDF or AI file to ExhibitorManagement@addenterprise.com
- Deadline:** 10 October 2026
- Subject line:** [Stand No.] – [Company Name] – Artwork

TV / Screen placement: where a TV/screen is fitted, it is mounted on one of the two back walls, within the printed area. Please design your artwork around the screen's position so it does not obscure key branding or visual elements — confirm with ADD Enterprise which back wall the screen will be mounted on before finalizing your artwork.

Shell Scheme Artwork Panel Dimensions



FASCIA NAMEBOARD

Email the exact company name/text as it should appear on your stand's fascia sign to ExhibitorManagement@addenterprise.com.

- Deadline: 10 October 2026
- Subject line: [Stand No.] – [Company Name] – Fascia Name

Fascia length and available character count depend on your stand size and which side(s) are open — ADD Enterprise will confirm what fits your specific stand.



SPACE ONLY STANDS

Space Only displays are available for a minimum area of 18 sqm, in Hall 1 – Main Hall. ADD Enterprise marks out the exhibitor's space and provides on-site electrical power as standard. As the sole Official Contractor, ADD Enterprise provides Space Only stand design and build as a chargeable service — this is separate from the Shell Scheme package, which is included as standard.

Carpet: Carpet is included as standard for all stands, regardless of type — Shell Scheme and Space Only both receive carpet.

HEIGHT RESTRICTIONS BY HALL & BOOTH SIZE

HALL	BOOTH SIZE	MAXIMUM HEIGHT
Hall 2 – Buraidah (Exhibitors)	9 & 18 sqm	3m maximum for ALL stands
Diriyah (Hall 3 — Lobby corridor)	9 & 18 sqm (Shell Scheme)	3m maximum for ALL stands
Hall 1 – Main Hall (Sponsors)	9, 18 & 27 sqm	3m maximum
Hall 1 – Main Hall (Sponsors)	36 sqm	4m maximum
Hall 1 – Main Hall (Sponsors)	45 sqm	4m maximum — PROVISIONAL, pending ceiling clearance verification
Hall 1 – Main Hall (Sponsors)	54 sqm	4m maximum — PROVISIONAL, pending ceiling clearance verification
Hall 1 – Main Hall (Sponsors)	Island stand (all open sides)	4m maximum — PROVISIONAL, pending ceiling clearance verification; ADD Enterprise approval required

Note: Hall 1 is a decorated function space with suspended chandeliers and finished ceiling coffers. Heights above 4m for 45 sqm, 54 sqm, and island stands are provisional and subject to physical ceiling clearance verification by ADD Enterprise at the exact stand location before final approval. Exhibitors planning taller builds in these categories should confirm clearance with ADD Enterprise before finalizing their stand design.



STAND BLOCKAGE RULES

A maximum of 50% of each open stand side may be blocked. Open sides must remain accessible at all times.

COMPLIANCE DOCUMENTATION REQUIRED (SPACE ONLY)

- CR License, Insurance, Risk Assessment — email submission (see Section 1)
- Method Statement — signed, stamped, on company letterhead
- 3D render of stand design (deadline: 1 October 2026)
- Technical CAD drawing in PDF with full measurements & elevations (deadline: 1 October 2026)
- Structural engineer's calculations — mandatory only for stands exceeding 4m
- Sustainability Form + proof of SAR 1,000 (excl. VAT) Wastage Fee payment
- Safety and Welfare Declaration — completed and signed (see Appendix B.4)
- Contractor HSE General Requirement — accomplished and signed (see Appendix B.5)

ELECTRICAL & MAIN POWER GRID PLAN

Installation of electrical power onto stands may only be undertaken by ADD Enterprise Technical Services.

- All electrical equipment must be tested by a qualified electrician and labeled with inspection labels.
- All power tools must be battery operated or rated at 230V / 50Hz or lower.
- Stand power is switched on 1 hour before opening and off 30 minutes after closing. 24-hour power is available on request at additional cost.
- Each booth receives 16 amps standard stand power. Order sufficient sockets to prevent overloading.
- Extension leads must be correctly fused, one per socket, flex length $\leq$ 2m. Multi-sockets/block adaptors must not be used.
- During build-up/breakdown, power must only be taken from temporary supplies provided by the official electrical contractor.
- All temporary installations must be protected by an RCD and inspected before power is supplied.

Your Main Power order will only be processed if you provide: the stand dimensions and orientation relative to neighbouring stands and aisles, and the location of main power cable(s) on a grid plan (metric). The Main Power Grid Plan form must be completed and submitted with your power order.

- Use 3-core cable for Single Phase; connect to the blue CEE connector.
- Use 5-core cable for Three Phase; connect to the red CEE connector.
- A 3-pin socket is acceptable for low-power connections only.



NOT acceptable: 2-core cable, loose/block connectors, or open-ended cables without proper plugs.

Equipment rating: all electrical equipment brought on-site must be properly rated and UL tested (or equivalent recognized certification). Substandard or uncertified electrical equipment must not be used.



ON-SITE FABRICATION & FINISHING

soldering, and any open-flame or hot work; cutting, sawing, or grinding of materials that generates dust, sparks, or debris; spray painting or the use of solvent-based paints, varnishes, or adhesives with strong odour. All stand components requiring these processes must be fully fabricated, cut, and finished off-site prior to delivery — only assembly, fixing, and touch-up work (e.g. small-brush or roller paint touch-ups, water-based/low-odour paint preferred, floor protected with dry paper or plastic sheeting) is permitted on-site.

Smoking & Vaping: strictly prohibited anywhere inside the venue. Smoking is permitted only in designated smoking areas provided by the venue.

General Site & Build Rules

Demonstrations, Special Effects & Equipment: All demonstrations require advance notification and written consent from ADD Enterprise at least 30 days before the event. Musical reproduction requires authorization and copyright licenses and must not disturb neighbours. All demonstrations must comply with health and safety regulations.



- Smoke generators and pyrotechnics are NOT allowed. Low-powered lasers may be used subject to approval (apply ≥ 6 weeks before build-up); must not reach the human eye.
- Drones are strictly prohibited; other aerial equipment requires prior approval by ADD Enterprise Technical Services.
- Hanging wires must not hang below head height and must be marked with tape.
- Water features that contact humans or create mists must be treated against waterborne diseases; separate risk assessment and prior approval required.
- Hazardous substances only if essential; Material Safety Data Sheets available on demand.
- Compressed gases only where essential; recorded on the risk assessment and installed by a competent registered gas fitter.
- All operators working on access equipment must wear head protection and safety harnesses at all times.
- Contractors will not be permitted entry into the halls without proper footwear.
- Damage to the venue will be charged by the venue via ADD Enterprise; do not attempt repairs yourselves.
- All materials used in stand construction or decoration must be fire retardant where applicable; a fire retardant certificate may be requested.
- Each contractor-built booth must be equipped with 1 $\times$ 6kg fire extinguisher, kept accessible on the stand at all times during build-up, open period, and breakdown.

Live Entertainment

Exhibitors intending to feature live entertainment on their stand — including musicians, singers, demonstrators, or any performance with amplified sound — must obtain a Live Entertainment Permit from ADD Enterprise in advance. Please contact ExhibitorManagement@addenterprise.com with details of the planned entertainment as early as possible ahead of the event.



HEALTH & SAFETY

This section provides guidance to assist you with your legal responsibilities to ensure the health, safety and welfare of you, your colleagues, contractors, and everyone involved with the event.

See Appendix B.10 for the Site Safety Rules poster, displayed on-site throughout build-up, open period, and breakdown.

ROLES AND RESPONSIBILITIES

ADD Enterprise enforces venue requirements to maintain a safe environment. Exhibitors assume accountability for all relevant stand activities and outsourced (sub)contracted services.

ACTIONS TO ADDRESS HEALTH & SAFETY RISK

- **Step 1** — Identify activities
- **Step 2** — Identify hazards
- **Step 3** — Describe existing control measures
- **Step 4** — Rate risk level: High / Medium / Low (high risks must be reduced by adding further controls)

A documented Risk Assessment must be submitted to demonstrate known hazards before any action is implemented. Hazard identification should consider design, assembly, construction, dismantling and disposal; quality of contracted services; on-stand activities; and people with access to the stand.

AWARENESS

- Familiarization with the venue and event floor plan.
- Awareness of venue emergency arrangements (escape routes and assembly points).
- Site safety rules and appropriate PPE for the task.
- Onsite H&S induction / training and signing in/out.
- Control unsafe behavior and report dangerous acts.

SECURITY DURING BUILD-UP & BREAKDOWN

- Access is restricted with scheduled times for Space Only stands; badges are required.
- Check safety signage, present ID badge to security, and wear adequate PPE.
- Complete the Site Induction and individual hazard acknowledgment prior to entry (Appendix B.3).



- Display the H&S inducted wristband/badge where required.
- For access beyond timetabled hours, contact the InfoHub for permission.

STAND BUILD & BREAKDOWN HAZARDS

- **Aisle access:** keep emergency aisles, fire extinguishers and fixed installations clear; items left in gangways are liable to removal.
- **Compressed gases:** only where essential; recorded on the risk assessment; installed by a competent registered gas fitter.
- **Electrical safety:** temporary supplies only, RCD-protected; no multi-sockets/block adaptors; extension leads fused, one per socket, $\leq 2\text{m}$.
- **Harmful fumes:** vehicle engines must not idle in the halls.
- **Hanging wires:** not below head height; marked with tape.
- **Hazardous substances:** only if essential; MSDS available on demand.
- **Special effects:** no smoke generators or pyrotechnics; treat as high risk.
- **Vehicles on display:** written permission required; minimum fuel; batteries disconnected.

WORKING AT HEIGHT

Working at height must comply with the KSA Working at Heights Directive and is subject to risk assessment. Uncontrolled 'live edge' working will not be tolerated under any circumstances.

- Working platforms must have guard-rail, mid-rail and toe-board; tools on lanyards; no person on a static tower while it is moved.
- Suitable head protection for operatives at height; control ground access beneath high works.
- MEWPs (Mobile Elevated Working Platforms) are NOT permitted inside the venue.
- Mobile scaffold towers must be certified and free of defects, with correct outrigger use and height-to-width ratio; do not move while in use; lock the wheels. Must be attended by a scaffold supervisor. For work at 6m height and beyond, supervision by a certified scaffold inspector is required.
- Ladders must be footed or tied off; domestic ladders and steps are strictly forbidden.

EMERGENCY RESPONSE

- Use directed escape routes and nominated emergency exits.
- Do NOT stop to collect personal belongings.
- Remain at the designated Assembly Area until further notice; await the 'ALL CLEAR'.
- If a fire or dangerous situation is observed and no alarm has been raised, inform the nearest security officer or floor safety official; use Call Points in imminent danger.



INCIDENT / ACCIDENT REPORTING

All significant incidents must be reported to the InfoHub directly or via the floor safety team as soon as it is safe to do so. Information required:

DATE & TIME	NATURE OF ACCIDENT	HOW IT OCCURED	EXACT LOCATION	EXTENT OF INJURY / LOSS

ADD Enterprise may investigate incidents and request a statement of events. Financial penalties may be incurred following investigation of serious occurrences that impacted the exhibition.



OFFICIAL CONTRACTING & FORMS

Furniture, AV, carpet, graphics/branding, and space-only requirements (electrical power supply, rigging) can be ordered by contacting ADD Enterprise Exhibitor Relations at ExhibitorManagement@addenterprise.com. Please include your stand number and specific requirements in your request.

FORMS IN THIS MANUAL

The following forms are provided in full in Appendix B, and are also available as standalone documents on request from ADD Enterprise Exhibitor Relations.

FORM	APPLIES TO	SUBMISSION METHOD
B.1 — Build-Up Site Access & Compliance Form	Both — external contractors / build teams	Click here to download. Submit to ADD Enterprise prior to build-up access
B.2 — Breakdown Site Access & Compliance Form	Both — external contractors / breakdown teams	Click here to download. Submit to ADD Enterprise prior to breakdown access
B.3 — HSE Induction Declaration & Acceptance Form	Both — individual attendees	Click here to download. Completed on-site during induction; attached to B.1 or B.2
B.4 — Safety and Welfare Declaration	Both — external contractors	Click here to download. Submit with compliance documents prior to build-up
B.5 — Contractor HSE General Requirement	Both — external contractors	Click here to download. Read, signed, and submitted with compliance documents
B.6 — PPE Requirement	Both — reference	Reference only — mandatory and risk-basis PPE for all personnel
B.7 — Worksite Access Process Flow	Both — reference	Reference only — process for site access and induction
B.8 — Risk Assessment — Guidance & Example	Both — reference	Click here to download. Guide only; submit your own with compliance documents
B.9 — Fascia Nameboard Form	Shell Scheme	Click here to download. Email to ExhibitorManagement@addenterprise.com
B.10 — Site Safety Rules	Both — reference	Reference only — displayed on-site

For any assistance with forms or orders, contact the ADD Enterprise Exhibitor Relations Team at ExhibitorManagement@addenterprise.com.



APPENDIX A: A-Z EXHIBITOR REGULATIONS

The following A-Z regulations apply to all exhibitors, contractors, and their personnel throughout the IDRA World Congress 2026.

Aerial Equipment — Drones are strictly prohibited. Other aerial equipment requires prior approval by ADD Enterprise Technical Services.

Alcohol & Drugs — Completely forbidden under the laws of the Kingdom of Saudi Arabia. Anyone under the influence will be excluded and the authorities contacted.

Animals — Not allowed except registered assistance dogs. Written exceptions must be approved by local authorities and/or venue management.

Audio Visual (AV) — AV, office equipment and computers can be hired from ADD Enterprise. Contact ExhibitorManagement@addenterprise.com to order.

Badges & Passes — Required for all exhibitors, contractors and visitors at all times. No entry without the appropriate pass.

Catering — Provided by the venue's in-house caterer. No exhibitor may offer food or drink other than a regulation sample size.

Children — Anyone under 16 is strictly prohibited on-site at any time. Anyone under 18 cannot enter the halls during build-up or breakdown.

Compliance Documents — CR License, Insurance, RAMS and On-Site Staff List are compulsory for all exhibitors — submitted by email (see Section 1).

Currency — Saudi Riyal (SAR). Major credit cards widely accepted.

Deliveries — Only during official build-up hours and up to one hour before opening; none during show hours.

Dress Code — Business attire recommended; dress respectfully of Saudi Arabian culture and traditions.

Electrical Installations — Exclusively by ADD Enterprise Technical Services. No multi-sockets/block adaptors.

Fire Safety — All construction materials must be fire retardant where applicable. Naked flames not permitted on stands.

Forklifts — Not permitted in the venue at any time (the venue is carpeted). Approved alternative lifting only with prior ADD Enterprise approval.



Gangways — Emergency gangways must be kept clear at all times. Anything left will be removed and disposed of.

Giveaways & Promotions — Competitions, raffles, draws or activities involving money/prizes must comply with Saudi Arabian laws and regulations.

Insurance — Exhibitor is fully responsible for comprehensive insurance of exhibits, materials, property and staff. Minimum Public Liability coverage of SAR 10,000,000 is required, issued by a Saudi-licensed insurer; exhibitors source their own provider — contact ADD Enterprise with questions.

Late Working — Design stands for completion and dismantling within published times.

Live Entertainment — A Live Entertainment Permit must be obtained from ADD Enterprise in advance for any musicians, performers, or amplified sound on your stand.

Parking — Available at the InterContinental Riyadh on a first-come, first-served basis.

Photography & Filming — An official photographer has been appointed. No other photographers without prior written consent from ADD Enterprise.

Security — Stands must not be left unattended. 24-hour general security. ADD Enterprise assumes no liability for items brought into the halls.

Smoking Policy — Smoking and vaping are prohibited in all exhibition areas.

Sound Levels — Must not exceed 80 dB. Advise excessive noise two weeks in advance.

Special Effects — Smoke generators and pyrotechnics not allowed. Low-powered lasers require approval at least 6 weeks before build-up.

Storage — No excess stock stored around/behind stands. On-site storage via ADD Enterprise — contact to confirm availability.

Sustainability — Sustainability Form and SAR 1,000 (excl. VAT) Wastage Fee applies to all Space Only stands.

Waste Disposal — All waste removed by the end of official breakdown. Materials not removed in time incur a disposal fee.

Water Features — Must be treated against waterborne diseases. Prior approval required.

Wireless Internet — Complimentary internet from the venue/client is currently unconfirmed. Exhibitors should plan to arrange their own connectivity via local providers (STC, Zain, Mobily).



APPENDIX B: COMPLIANCE FORMS

The following forms support Sections 5, 6 and 7 of this manual. Complete and return as instructed for each form. Each form is also available as a standalone document on request from ADD Enterprise Exhibitor Relations.

B.1 BUILD-UP SITE ACCESS & COMPLIANCE FORM

IDRA WORLD CONGRESS 2026 · Hosted by Saudi Water Authority · Organized by ADD Enterprise

1–5 November 2026 | King Faisal Congress Center · InterContinental Hotel, Riyadh

[Click here to download this form.](#)

BUILD-UP CONTRACTOR SITE ACCESS & COMPLIANCE FORM

Doc Ref. IDRA26-CVF-BU-___	Version 2.0
Date	

Applies to: any specialist trade, sub-contracted vendor, or sponsor-nominated agency performing on-site works during the build-up period (29–31 Oct 2026). This form controls (a) compliance with build-up site rules and (b) every item brought onto the venue by this company. No build-up access is granted without a completed, approved copy on file with the ADD Enterprise Exhibitor Relations Team. A separate Breakdown Form (Appendix B.2) must be completed before breakdown access is granted.

1. STAND & COMPANY DETAILS



1. STAND & COMPANY DETAILS

Exhibitor / Sponsor	Stand No. & Hall
Stand Size / Type sqm · ☐ Space Only ☐ Shell Scheme	Max Height Allowed
Company Name	CR No.
Scope of Work ☐ Build ☐ Rigging ☐ AV ☐ Graphics ☐ Structural ☐ Other:	Site Supervisor & Mobile
Authorized Signatory	Mobile / Email

2. MANDATORY DOCUMENT CHECKLIST

#	Required Document (per Exhibitor Manual)	Attached	N/A
1	Contractor Trade / Commercial Registration (CR) licence copy	☐	☐
2	All-Risk Insurance with Public Liability cover (min. SAR 10,000,000)	☐	☐
3	Risk Assessment — signed, stamped, on company letterhead	☐	☐
4	Method Statement — signed, stamped, on company letterhead	☐	☐
5	3D render of stand design	☐	☐
6	Technical CAD drawing (PDF) with full measurements & elevations	☐	☐
7	Structural engineer's calculations — mandatory only for stands exceeding 4m (Hall 1: 36/54 sqm & island stands)	☐	☐
8	On-Site Staff List — full names of all personnel attending the event	☐	☐
9	Sustainability Form + proof of SAR 1,000 (excl. VAT) Wastage Fee payment	☐	☐
10	Safety and Welfare Declaration — completed and signed (Appendix B.4)	☐	☐
11	Contractor HSE General Requirement — accomplished and signed (Appendix B.5)	☐	☐



3. BUILD-UP SITE RULES

Topic	Requirement	Ref.
Build-Up Schedule	Thu 29 & Fri 30 Oct, 08:00–20:00 (all construction complete by 20:00 Fri); final dressing & handover Sat 31 Oct, 08:00–18:00.	Sec. 2
Stand Height	Hall 2 – Buraidah (all stands): 3m maximum. Hall 1 – Main Hall: 18/27 sqm 3m, 36 sqm 4m, 54 sqm 4–5m, island stands max 5m with written ADD Enterprise approval.	Sec. 5
Blockage	Maximum 50% of each open stand side may be blocked; open sides must remain accessible.	Sec. 5
Electrical	Installation exclusively by ADD Enterprise Technical Services. No multi-sockets/block adaptors. RCD-protected temporary supplies only. 16A standard stand power.	Sec. 5
Lifting Equipment	No forklifts permitted in the halls at any time. Only ADD Enterprise pre-approved alternative lifting equipment.	Sec. 5
Prohibited Items	Drones strictly prohibited. No smoke generators or pyrotechnics. Lasers require approval ≥6 weeks pre-build-up. Sound ≤80dB.	App. A
Hot Work / Open Flame	No hot work activities anywhere on-site (welding, cutting, grinding, soldering). No open flame for booths or related works. Smoking/vaping strictly prohibited except in designated smoking areas.	Sec. 5
Fire Extinguisher	Each contractor-built booth must have 1 × 6kg fire extinguisher on-site at all times.	Sec. 5
Hazardous Materials	Hazardous substances/compressed gases only if essential, recorded on Risk Assessment, MSDS on demand, gas fitted by registered gas fitter.	Sec. 6
Working at Height	Per KSA Working at Heights Directive: guard-rail/mid-rail/toe-board platforms. MEWPs NOT permitted; certified mobile scaffold only, attended by scaffold supervisor (scaffold inspector required for 6m+). No domestic ladders/steps.	Sec. 6
Badges & Access	No entry without appropriate pass at any time. Under-18s barred during build-up; under-16s barred entirely.	Sec. 3
Alcohol & Drugs	Strictly forbidden under KSA law; anyone under the influence will be excluded and authorities contacted.	Sec. 3
Safety Induction	Mandatory onsite H&S induction and individual hazard acknowledgment before any work begins (see Appendix B.3); H&S-inducted wristband/badge worn at all times.	Sec. 6
Gangways & Daily Waste	Emergency gangways kept clear at all times. Space Only: no complimentary cleaning — bag & place rubbish in aisle end of each day.	Sec. 5
Damage to Venue	Charged via ADD Enterprise; do not attempt repairs yourselves.	App. A



4. GOODS-IN LOG

Date / Time	Item Description & Qty	Vehicle Plate & Driver	Gate / Dock	Checked By (Security)

Use a continuation sheet (same format, referencing this Doc Ref.) if more entries are needed.

5. SITE SAFETY INDUCTION — COMPANY CONFIRMATION

Individual attendance and each individual's declaration are recorded together on Appendix B.3 — HSE Induction Declaration & Acceptance Form (attach a copy referencing this Doc Ref.). This block confirms the induction session took place at company level.

Date of Induction	Conducted By (Organizer HSE)
No. of Personnel Inducted	Wristband / Badge Range Issued
Attendance Log Attached ☐ Yes ☐ No	Log Ref.

6. DECLARATION & SIGNATURE

Company compliance for the build-up period is confirmed via the signed Safety and Welfare Declaration (Appendix B.4) and Contractor HSE General Requirement (Appendix B.5), submitted with this form's supporting compliance documents. Non-compliance may result in restricted access, work stoppage, financial liability, or removal from site.

Company / Signatory	For Organizer Use ☐ Approved ☐ Rejected
Signature & Stamp	Badges / Access Granted
Date	Reviewed By / Date



B.2 BREAKDOWN SITE ACCESS & COMPLIANCE FORM

IDRA WORLD CONGRESS 2026 · Hosted by Saudi Water Authority · Organized by ADD Enterprise

1–5 November 2026 | King Faisal Congress Center · InterContinental Hotel, Riyadh

[Click here to download this form.](#)

BREAKDOWN / DISMANTLING CONTRACTOR SITE ACCESS & COMPLIANCE FORM

Doc Ref. IDRA26-CVF-BU-__	Version 2.0
Date	

Applies to: any specialist trade, sub-contracted vendor, or sponsor-nominated agency performing dismantling/removal works during the breakdown period (5–6 Nov 2026). This form controls (a) compliance with breakdown site rules and (b) every item removed from the venue by this company. No breakdown access is granted, and no goods may be removed, without a completed, approved copy on file with the ADD Enterprise Exhibitor Relations Team.

1. STAND & COMPANY DETAILS

Exhibitor / Sponsor	Stand No. & Hall
Company Name	CR No.
Site Supervisor & Mobile	Authorized Signatory
Insurance & RAMS ☐ Confirmed valid through breakdown date (per linked Build-Up Form)	Vehicle Plate(s)
Exhibitor / Sponsor	Stand No. & Hall



2. BREAKDOWN SITE RULES

Topic	Requirement	Ref.
Build-Up Schedule	Thu 29 & Fri 30 Oct, 08:00–20:00 (all construction complete by 20:00 Fri); final dressing & handover Sat 31 Oct, 08:00–18:00.	Sec. 2
Stand Height	Hall 2 – Buraidah (all stands): 3m maximum. Hall 1 – Main Hall: 18/27 sqm 3m, 36 sqm 4m, 54 sqm 4–5m, island stands max 5m with written ADD Enterprise approval.	Sec. 5
Blockage	Maximum 50% of each open stand side may be blocked; open sides must remain accessible.	Sec. 5
Electrical	Installation exclusively by ADD Enterprise Technical Services. No multi-sockets/block adaptors. RCD-protected temporary supplies only. 16A standard stand power.	Sec. 5
Lifting Equipment	No forklifts permitted in the halls at any time. Only ADD Enterprise pre-approved alternative lifting equipment.	Sec. 5
Prohibited Items	Drones strictly prohibited. No smoke generators or pyrotechnics. Lasers require approval ≥6 weeks pre-build-up. Sound ≤80dB.	App. A
Hot Work / Open Flame	No hot work activities anywhere on-site (welding, cutting, grinding, soldering). No open flame for booths or related works. Smoking/vaping strictly prohibited except in designated smoking areas.	Sec. 5
Fire Extinguisher	Each contractor-built booth must have 1 × 6kg fire extinguisher on-site at all times.	Sec. 5
Hazardous Materials	Hazardous substances/compressed gases only if essential, recorded on Risk Assessment, MSDS on demand, gas fitted by registered gas fitter.	Sec. 6
Working at Height	Per KSA Working at Heights Directive: guard-rail/mid-rail/toe-board platforms. MEWPs NOT permitted; certified mobile scaffold only, attended by scaffold supervisor (scaffold inspector required for 6m+). No domestic ladders/steps.	Sec. 6
Badges & Access	No entry without appropriate pass at any time. Under-18s barred during build-up; under-16s barred entirely.	Sec. 3
Alcohol & Drugs	Strictly forbidden under KSA law; anyone under the influence will be excluded and authorities contacted.	Sec. 3
Safety Induction	Mandatory onsite H&S induction and individual hazard acknowledgment before any work begins (see Appendix B.3); H&S-inducted wristband/badge worn at all times.	Sec. 6
Gangways & Daily Waste	Emergency gangways kept clear at all times. Space Only: no complimentary cleaning — bag & place rubbish in aisle end of each day.	Sec. 5
Damage to Venue	Charged via ADD Enterprise; do not attempt repairs yourselves.	App. A



3. GOODS-OUT / REMOVAL AUTHORIZATION LOG

No goods, equipment or materials may leave the venue other than through the designated gate/loading dock and logged below, countersigned by the Organizer's Site Operations team. Security may inspect any vehicle or person at the gate without notice.

Date / Time	Item Description & Qty	Vehicle Plate & Driver	Gate / Dock	Checked By (Security)

Use a continuation sheet (same format, referencing this Doc Ref.) if more entries are needed.

4. SITE SAFETY INDUCTION — COMPANY CONFIRMATION (BREAKDOWN CREW)

If the breakdown crew differs from the build-up crew, a fresh induction is required. Individual attendance and hazard acknowledgment are recorded together on Appendix B.3 (attach a copy referencing this Doc Ref.).

Same Crew as Build-Up? ☐ Yes (induction on file) ☐ No	Date of Induction (if new)
No. of Personnel Inducted	Wristband / Badge Range Issued
Attendance Log Attached ☐ Yes ☐ No	Log Ref.



5. FINAL SITE HANDOVER

Stand area returned to Organizer

☐ Clear, undamaged, no residual materials ☐ Damage/residual items noted

Damage / Discrepancy Notes:

--

6. DECLARATION & SIGNATURE

Company compliance for the breakdown period is confirmed via the signed Safety and Welfare Declaration (Appendix B.4) and Contractor HSE General Requirement (Appendix B.5). This section confirms the stand area is fully vacated with all goods removed via authorized channels. Non-compliance may result in restricted access, financial liability for damage/waste, or removal from site.

Company / Signatory	For Organizer Use ☐ Approved ☐ Rejected
Signature & Stamp	Final Inspection By / Date
Date	Damage Charges (if any)

ADD Enterprise Exhibitor Relations: (+966) 53 165 3383 · ExhibitorManagement@addenterprise.com



B.3 HSE INDUCTION DECLARATION & ACCEPTANCE FORM

[Click here to download this form.](#)

Completed on-site during the mandatory H&S induction (bilingual EN/AR/UR). Every individual attending site must be listed and sign this form before being issued a wristband/badge.

 سلامتی تعارفی تربیت HSE INDUCTION FORM توجیه السلامة				
اعلان فارم DECLARATION FORM نموذج إقرار				
1. I, the undersigned, hereby declare that I have fully understood all the information given to me by the HSE Representative/ HSE Manager, stated in Attachment "A" and commit to act at site as per information, Health- Safety & Environment rules and accept all penalties, in case of my failure to respect the same. 1. أنا الموقع أدناه أقر بأنني قد فهمت تمامًا جميع المعلومات التي زودني بها ممثل/مدير الصحة والسلامة والبيئة (HSE)، الواردة في المرفق "أ"، وأتعهد بالتصرف في الموقع وفقًا لتلك المعلومات وقواعد الصحة والسلامة والبيئة، وأقبل بجميع العقوبات في حال عدم التزامي بها. 1. میں، دستخط کنندہ، بذریعہ اس اعلان کے اقرار کرتا ہوں کہ میں نے ایچ ایس ای ٹی نمائندہ/ایچ ایس ای مینیجر کی طرف سے فراہم کی گئی تمام معلومات، جو ضمیمہ "اے" میں درج ہیں، مکمل طور پر سمجھ لی ہیں۔ میں عہد کرتا ہوں کہ سائٹ پر ان معلومات اور صحت، حفاظت اور ماحول کے اصولوں کے مطابق عمل کروں گا/گی اور اگر میں ان کی پاسداری کرنے میں ناکام رہا/ری تو تمام سزاؤں کو قبول کروں گا/گی۔ 2. I, the undersigned, hereby declare that I have taken over all Personnel Protective Equipment's defined, and I hereby commit that I will use these equipments during the whole period of my presence at site, as per safety rules and SAUDI Labor laws and regulations. 2. أنا الموقع أدناه أقر بأنني قد استلمت جميع معدات الحماية الشخصية المقررة، وأتعهد بموجب هذا الإعلان بأنني سأستخدم هذه المعدات طوال فترة وجودي في الموقع، وذلك وفقًا لقواعد السلامة والنظمة ولوائح العمل في المملكة العربية السعودية. 2. کیا آپ جانتے ہیں کہ میں اسے زیادہ قانونی و سرکاری انداز میں لکھوں (جیسا کہ سرکاری فارموں میں ہوتا ہے) یا یہ سادہ اور واضح ترجمہ ہی کافی ہے؟ NO PERSONNEL SHALL BE ALLOWED TO SITE WITHOUT SITE INDUCTION VIOLATION OF SAFETY RULES WILL BE A PUNISHABLE OFFENCE IN THE PROJECT لن يُسمح لأي فرد بدخول الموقع دون إجراء تعريف الموقع. إن مخالفة قواعد السلامة ستُعدّ جريمة يُعاقب عليها ضمن المشروع. کسی بھی اہلکار کو سائٹ انٹکشن کے بغیر سائٹ میں داخل ہونے کی اجازت نہیں ہوگی۔ سلامتی کے قواعد کی خلاف ورزی اس منصوبے میں قابل سزا جرم ہوگی۔ سلامتی پہلے SAFETY FIRST السلامة أولاً				
S.NO	Name اسم	Designation تعيين	Emp. # رقم الموظف	Signature توقيع
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

1|Page Safety Is Our Responsibility – Target Zero Accident
Rev. Date: 13/06/2022 Doc# ADD/HSE/IDA-03



سلامتی تعارفی تربیت HSE INDUCTION FORM توجیه السلامة				
S.NO	Name اسم	Designation تعيين	Emp. # رقم الموظف	Signature توقيع
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
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31.				
32.				
33.				
34.				

COMPANY شركة: _____	DATE التاريخ: _____
PROJECT HSE Manager مدير سلامة المشروع : _____	TRAINER مدرب : _____

2 | Page Safety Is Our Responsibility – Target Zero Accident
Rev. Date: 13/06/2022 Doc# ADD/HSE/IDA-03



سلامتی تعارفی تربیت HSE INDUCTION FORM توجیہ السلامة

HEALTH, SAFETY & ENVIRONMENTAL SUBJECTS FOR ACKNOWLEDGMENT OF SAFETY INSTRUCTIONS.

مواضع الصحة والسلامة والبيئة للاطلاع على تعليمات السلامة والاعتراف بها

سلامتی ہدایات کی تصدیق کے لیے صحت، حفاظت اور ماحولیاتی موضوعات

1 - Welcome to the Project:

- The general description of Project
- The description of DC and the Client
- DC scope of work description in the Project
- Working hours and rest breaks
- Welfare facility
- Manpower to be utilized in the project?

1 - مرحبا بكم في المشروع:

- الوصف العام للمشروع
- وصف شركة DC والعمل
- وصف نطاق عمل DC في المشروع
- ساعات العمل وفترات الراحة
- مرافق الرفاهية
- القوى العاملة التي سيتم استخدامها في المشروع؟

1-ہروجیکٹ میں خوش آمدید:

- ہروجیکٹ کی عمومی تفصیل
- ڈی سی اور کلینٹ کی تفصیل
- ہروجیکٹ میں ڈی سی کے کام کا دائرہ کار
- کام کے اوقات اور وقفہ آرام
- فلاح و بہبود کی سہولیات
- ہروجیکٹ میں استعمال ہونے والی افرادی قوت

2- Health and Safety & Environmental Description

- What does zero accident mean?
- Descriptions of Hazardous condition
- Description of unexpected dangerous conditions
- Description and importance of PPE
- Description and importance of safety signs and notices.

2-وصف الصحة والسلامة والبيئة

- ماذا يعني "صفر حوادث"؟
- وصف الظروف الخطرة
- وصف الظروف الخطرة غير المتوقعة
- وصف وأهمية معدات الحماية الشخصية (PPE)
- وصف وأهمية علامات وإشعارات السلامة

2 - صحت، حفاظت اور ماحولیاتی تفصیل

- میزو حادثات کا کیا مطلب ہے؟
- خطرناک حالات کی وضاحت
- غیر متوقع خطرناک حالات کی وضاحت
- ذاتی حفاظتی سامان (PPE) کی وضاحت اور اہمیت
- محافظتی نشان اور نوٹس کی وضاحت اور اہمیت

• Safety Rules

- Personnel Protective Equipment's (PPE) must be mandatory worn. (Helmet, Safety Vest, Safety Shoes)

- جب ارتداء معدات الحماية الشخصية (PPE) بشكل إلزامي. (خوذة، سترة السلامة، أحذية السلامة)

- Any person found to be deviating safety rules, interfering or misusing fixtures, fittings or equipment will be warned for the 1st time and succeeding offense will be penalized according to Saudi Labor law.

- أي شخص يُكتشف أنه ينحرف عن قواعد السلامة، أو يتدخل في التركيبات أو المعدات، أو يساء استخدامها، سيتم توبيخه في المرة الأولى، وأي مخالفة لاحقة ستعاقب وفقًا لقانون العمل السعودي.

- كسي بھی شخص کو جو حفاظتی قواعد کی خلاف ورزی کرے، سامان یا آلات کے ساتھ مداخلت کرے یا ان کا غلط استعمال کرے، پہلی بار تنبیہ دی جائے گی، اور کسی بھی بعد کی خلاف ورزی پر سعودی محنت کے قانون کے مطابق سزا دی جائے گی۔

- Vehicles and equipment's must not operate in the working area, unless under control of banksman.

- جب عدم تشغيل المركبات والمعدات في منطقة العمل إلا تحت إشراف مشرف الإشارة (البانكس مان).

- Consumption of intoxicating substances are strictly prohibited in the worksite (alcohol and drugs).

- يحظر تمامًا استهلاك المواد المخدرة في مكان العمل (الكحول والمخدرات).

- No person is allowed to operate any mechanical plant equipment's unless they have been trained and have been certified as competent.

- لا يُسمح لأي شخص بتشغيل أي معدات ميكانيكية في المصنع إلا إذا تم تدريبه وحصوله على شهادة الكفاءة.

- All workers at site will have their foods in the designated areas and these areas must be maintained and kept clean.

- جميع العمال في الموقع يجب أن يتناولوا طعامهم في الأماكن المخصصة لذلك، ويجب الحفاظ على هذه الأماكن نظيفة ومرتبّة.

- All the workers will rest in the designated areas during the break times.

- سيأخذ جميع العمال استراحتهم في المناطق المخصصة خلال أوقات الاستراحة.

- Only designated qualified electricians can make connection/disconnection of electrical equipment's or circuits.

- لا يُسمح إلا للفنيين الكهربائيين المؤهلين والمخصصين بإجراء توصيل أو فصل المعدات أو الدوائر الكهربائية.

- Non-compliant, spliced cables will be immediately replaced by authorized Electrician.

- سيتم استبدال الكابلات غير المطابقة أو الموصلة بطريقة غير صحيحة فورًا بواسطة كهربائي مصرح له.

- Vehicle drivers and passengers driving in the worksite premises must tie their seat-belts at all times.

- يجب على سائقي المركبات والزركاب داخل موقع العمل ربط أحزمة الأمان في جميع الأوقات.

- Vehicle max speed at site is 15 km/h, in around project locations

- الحد الأقصى لسرعة المركبات في الموقع هو 15 كم/س في محيط مواقع المشروع.

- No below 18 years old must be employed in the worksite.

- سائت پر گاڑی کی زیادہ سے زیادہ رفتار 15 کلومیٹر فی گھنٹہ ہے، ہروجیکٹ کے اطراف میں۔

- جب عدم توظيف أي شخص أقل من 18 عامًا في موقع العمل.

- کام کی جگہ پر 18 سال سے کم عمر افراد کو ملازمت دینے کی اجازت نہیں ہے۔

- No children are allowed to enter the site even in the vehicles.

- لا يُسمح ب دخول الأطفال إلى الموقع، حتى داخل المركبات.

- Unsuitable behaviors and jokes at the site are strictly forbidden

- سلوكيات غير المناسبة والمزاح في الموقع ممنوعة تمامًا.

- Transportation vehicles Site Rules (Refer HSE Management Plan)

- قواعد سيارات النقل في الموقع (راجع خطة إدارة الصحة والسلامة والبيئة HSE)



سلامتی تعارفی تربیت HSE INDUCTION FORM توجیه السلامة		
- Practical training for fire protection - How to use fire extinguisher? - Locations of fire extinguishers. - Hand tools – power tools - Ladders, bridges, scaffoldings and work at height. - Fall down and sliding - First Aid/ Medical Station ❖ Practical First Aid information ❖ Location of First Aid Station - Heat Stress - Manual handling activities. - Housekeeping and importance of housekeeping - Welfare and right utilization of welfare facilities - Emergency conditions/ alarms/ assembly points/ emergency phones - Visitor site rules (Ref HSE Management plan) - Importance of environmental safety. ❖ Safe hot-work operation (welding and cutting activities) - Prohibition of smoking in non-designated smoking area.	- نقل و حمل کی گاڑیوں کے لیے سائٹ کے قواعد (حوالہ: ایچ ایس ای مینجمنٹ پلان) - التدريب العملي على الحماية من الحرائق - آگ سے تحفظ کے لیے عملی تربیت - کیف تستخدم طفاية الحريق؟ - فائر ایکسٹینگوشر کا استعمال کیسے کریں؟ - مواقع طفايات الحريق - فائر ایکسٹینگوشر کے مقامات - أدوات يدوية – أدوات كهربائية - ہینڈ ٹولز – پاور ٹولز - السلام، الجسور، السقالات، والعمل على ارتفاعات عالية - سیڑھیاں، پل، ریک، اور اونچائی پر کام - السقوط والانزلاق - گرنے اور پھسلنا - محطة الإسعافات الأولية / الطبية - فرسٹ ایڈ / طبی اسٹیشن ❖ معلومات الإسعافات الأولية العملية ❖ عملی فرسٹ ایڈ کی معلومات ❖ موقع محطة الإسعافات الأولية ❖ فرسٹ ایڈ اسٹیشن کا مقام - إجهاد الحرارة - گرمی سے پیدا ہونے والا دباؤ - أنشطة المناولة اليدوية - دستی طور پر سامان اٹھانے اور سنبھالنے کی سرگرمیاں - تنظيف الموقع وأهمية التنظيف - صفائی ستھرائی اور صفائی کی اہمیت - الرفاهية والاستخدام الصحيح لمرافق الرفاهية - فلاح و بہبود اور فلاحی سہولیات کا درست استعمال - حالات الطوارئ / الإنذارات / نقاط التجمع / هواتف الطوارئ - ہنگامی حالات / الارمز / اجتماع کے مقامات / ہنگامی فونز - قواعد زيارة الموقع (انظر خطة إدارة الصحة والسلامة والبيئة) - زائرین کے لیے سائٹ کے قواعد (حوالہ: ایچ ایس ای مینجمنٹ پلان) - أهمية السلامة البيئية - ماحولیاتی حفاظت کی اہمیت ❖ عمليات العمل الساخن الآمنة (أنشطة اللحام والتقطع) ❖ محفوظ بات ورک اپریشن (ویلڈنگ اور کٹنگ کی سرگرمیاں) - يحظر التدخين في المناطق غير المخصصة للتدخين. - غير مخصوص شده سگریٹ نوشی کے علاقوں میں تمباکو نوشی کی ممانعت.	
WORKERS NAME اسم العامل	DESIGNATION تعین	SIGNATURE التوقيع
COMPANY شركة:	DATE التاريخ:	
TRAINER:	PROJECT HSE MANAGER:	
(NAME & SIGNATURE):		

4 | Page Safety Is Our Responsibility – Target Zero Accident
Rev. Date: 13/06/2022 Doc# ADD/HSE/IDA-03



B.4 SAFETY AND WELFARE DECLARATION

[Click here to download this form.](#)

Required from all contractors (Shell Scheme and Space Only) prior to build-up. Complete, sign, and submit with your compliance documents.

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Safety and Welfare Declaration

Company Name: _____ Person Making Declaration: _____

Position within the Company: _____

I the responsible person for the project _____ will make the following safety and welfare declaration (click each box and select: ☒ = OK, ☒ = not OK, or leave ☐ blank):

1.	I hereby confirm that all staff, workers, and outsource labors/ helpers working for the above Project for the company are legally employed/ contracted, properly trained and equipped to carry out their respective jobs in a safe manner.	☐
2.	I will ensure that all staff and workforce have attended Safety Induction before accessing the worksite and attend Safety Briefings conducted by competent staff prior to engaging in any work in the project site.	☐
3.	The Company shall fully implement Saudi Labor Law (Chapter-8) and OSH Management Regulations (Ministerial Decision No.161238/1439) and all other laws and regulations related to OSH and worker's protection.	☐
4.	No worker shall be required to work in a way which compromises their safety, health or wellbeing. I affirm that the company employs workers on an ethical basis and without exploitation.	☐
5.	The Company has provided all safety documentation as requested by client – DC Events, including Work Method Statement, Risk Assessments, Job Safety Analysis, and other safety requirements.	☐
6.	I confirm that all staff and workers will comply with the Site Safety Rules and/or other safety requirements deemed necessary.	☐
7.	I will ensure that all equipment and materials that I will bring to the site are certified by 3 rd party or in-house inspection with respective checklist, safe for use and will not endanger the event staff, workers, and guests. These further include 3 rd party certificate of equipment operators.	☐
8.	I will ensure the proper and safe use of venue electrical sources and installed electrical connection. I will further ensure the turning off of all electrical equipment and appliances after use and before leaving the site.	☐
9.	I will take responsibility that equipment to be used is in good condition; with complete machine guards, without defects, and I will ensure that all electrical connections are free of electrical hazards.	☐
10.	I will ensure that Permit to Work System will be followed during Lifting Operations, Hot Work and Cold Work activities and will be signed by an authorized representative on site.	☐
11.	I shall ensure that staff and workers involved in the project are provided with appropriate and suitable Personal Protective Equipment (PPE) during the course of work (Helmet, Safety Vest, Safety Shoes, Gloves, and additional PPE deemed necessary on a risk basis for other tasks e.g. full-body harness, welding safety glass, welding shield, eye protection, ear protection, and respiratory protection).	☐
12.	I take responsibility to ensure that safe working procedures and working conditions are monitored and shall provide access to HSE Representatives during the conduct of HSE inspection and audit on a daily basis or as deemed necessary.	☐
13.	I will ensure that all generated waste during build-up, maintenance, and dismantling periods are properly disposed to designated skip (ref: Waste Management Plan).	☐
14.	I will ensure that all staff and workers are briefed on the site emergency and evacuation procedures, assembly points and emergency contact numbers, and that trained first aiders and a stocked first aid kit are always available on site.	☐
15.	I will report all accidents, injuries, near-misses and dangerous occurrences to the Client HSE Representative immediately and cooperate fully in any investigation. I acknowledge the Client's right to stop any unsafe activity and to remove any person or equipment not complying with these requirements.	☐
16.	I will provide adequate drinking water, shaded rest areas and sanitary facilities for my workforce, and will comply with the midday outdoor work ban (15 June - 15 September, 12:00 - 15:00) and all heat stress control measures.	☐
17.	I confirm that all deployed workers are registered with GOSI, covered by valid medical and workers' compensation insurance, paid their wages in full and on time through the Wage Protection System, and employed without recruitment fees or retention of their personal documents.	☐
18.	I will ensure that scaffolding and work at height are controlled by competent persons using tag systems and fall protection; that hazardous substances are used and stored with MSDS available; that a nominated HSE representative is present on site; and that a strict no drugs, alcohol and no smoking policy (except in designated areas) is enforced.	☐
19.	I will ensure that these obligations and the requirement for working safely are communicated to all Project Management Team, workforce, sub-contractors, and suppliers to the Company.	☐

Signed: _____
Printed Name: _____

Date: _____
Company Stamp: _____



B.5 CONTRACTOR HSE GENERAL REQUIREMENT

[Click here to download this form.](#)

Applies to all contractors and their subcontractors performing work on-site. Read, sign, and submit the final page with your compliance documents.

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CONTRACTOR HEALTH, SAFETY, AND ENVIRONMENTAL GENERAL REQUIREMENT

A. CONTRACTOR HEALTH AND SAFETY REQUIREMENTS

1. The contractor is responsible for the safety and health aspects of the team during construction, installation, maintenance, and dismantling at the project site.
2. The contractor is responsible and MUST share the following documentation prior start of build-up activities at the project site:
 - a. **Company and employee liability insurance**
 - b. **Risk Assessment and Method Statement (RAMS)**
 - c. **Electrical Plan**
 - d. **Company Health, Safety, and Environment Policy**
 - e. **Waste Management Policy**
 - f. **First-aid Requirement**
 - g. **PPE Requirement**
3. The contractor staff shall maintain conformance to the health and safety regulations and policies throughout the course of the project.
4. The contractor must have an experienced **Safety Officer or Representative** on-site who shall consider safety a key element of their daily activities.
5. The contractor is required to cooperate with the **Client and Main-Contractor Site HSE Management**, who are vested with the authority to enforce requirements of the Occupational Safety and Health Policy.
6. The contractor shall comply with the following Site Health and Safety Requirements.
7. The contractor is responsible for ensuring that all of its subcontractors are compliant with all of the contractor's requirements outlined in this section.
8. The contractors' staff are required to conduct and attend the daily toolbox meetings and shall be prepared to provide proof of the daily toolbox meetings upon request.

B. CONTRACTOR FULLY RESPONSIBLE FOR SITE SAFETY

1. The contractor assumes full and sole responsibility for ensuring the safety of its personnel and subcontractors.
2. The contractor shall comply with all country laws, regulations, ordinances, and governmental orders pertaining to employee worksite safety in the performance of this contract.
3. The contractor shall respect safety in the performance of their scope of work and shall abide client's/ main contractor's mandate.
4. The contractor shall be responsible for employing appropriate safety measures and taking all other actions reasonably practicable to protect the life, health, and safety of the public and to protect third-party-owned property in connection with the performance of the scope of work.
5. The contractor's employees shall be instructed on the proper wearing and maintenance of mandatory Personal Protective Equipment (PPE) on-site.
6. The contractor site HSE Representative shall be present on the project site during construction/ installation, event activities, and dismantling works.

C. CONTRACTOR SITE HSE OFFICER/ REPRESENTATIVE RESPONSIBILITIES

1. The responsibility for safety on the project site lies with the contractor. Each contractor shall appoint an individual Safety Representative.
2. The Site Safety Officer/representative is responsible for contract personnel. This individual(s) must be employed in a supervisory position, empowered by their employer to take corrective action; be present on the project while work is being performed; and spend the amount of time necessary to ensure the contractor's compliance with safety requirements.
3. The contractor Site HSE Officer/ Representative shall be primarily responsible for ensuring the safe work performed under this contract.
4. Site HSE Officer/ Representative shall:
 - a. Review all sub-con and sub-tier contractors' Site Specifics for compliance with applicable safety standards.
 - b. Perform and ensure that all contractors, subcontractors, and sub-tier contractors' employees have received



asite-specific safety orientation before beginning work. Training will include a discussion of the Site-Specific Accident Prevention Plan.

- c. Regularly perform and document worksite inspections, assess hazards, and immediately correct any safety deficiencies, including those of any subcontractor.
- d. The contractor shall specifically respond in writing to any sub-standard safety conditions or practices identified by the **Main Contractor Site HSE Management**. Inspection records shall be maintained at the project site and made available upon request by the **Main Contractor Site HSE Management**.
- e. Immediately report all personnel injuries, vehicle accidents, near-miss incidents, and property damage within 24 hours to both the **Main Contractor Site HSE Management (rgt@addenterprise.com)**. Undertake a complete investigation of all accidents, injuries, illnesses, and near-misses and implement corrective actions to prevent recurrence. Upon request, written findings shall be provided to the **Main Contractor Site HSE Management**.
- f. Ensure appropriate safety meetings are held for all onsite employees, to include subcontractors.
- g. Safety meetings shall be conducted to review past activities, plan for new or changed operations, review pertinent aspects of appropriate Activity Hazard Analyses, establish safe working procedures for anticipated hazards, and provide pertinent safety and health training and motivation.
- h. Meetings shall be conducted at least once weekly for all workers.
- i. Meetings shall be documented, including the date, persons in attendance, subjects discussed, and names of individual(s) who conducted the meeting. Documentation shall be maintained, and copies provided to the **Main Contractor Site HSE Management** on request.
- j. Be responsible for the safety control measures, availability, and use of necessary safety equipment, including Personal Protective Equipment (PPE) and apparel for the employees.
- k. A Contractor Site HSE Officer/ Representative not performing his/ her duties in accordance with the contract clauses shall be replaced by the contractor, or at the **Main Contractor Site HSE Manager's** discretion.

D. GENERAL OBLIGATIONS

1. The contractor is responsible for accident prevention and worksite safety. This responsibility cannot be delegated to subcontractors, suppliers, or other persons. To this end, the contractor shall:
 - a. Promote a safe and healthy work environment.
 - b. Provide a Site-Specific Accident Prevention Plan.
 - c. Ensure subcontractors and employees are adequately trained in occupational safety and health topics relevant to the activities to be performed under this contract. This includes, but is not limited to, communication and training of anticipated hazards (e.g., chemical, physical, safety, ergonomics, etc.). Maintain documentation of the employee training, to include the date and subject taught, and be prepared to present upon request.
 - d. Instruct all employees on safe work methods and practices when assigning work.
 - e. Ensure that employees have, use, and understand the limitations of the proper Protective Equipment and Equipment (PPE) for the services performed under the contract.
 - f. Ensure that equipment operators (i.e., light equipment, heavy equipment, etc.) are properly qualified and trained on the specific piece of equipment in use. Such verification shall be readily available upon request.
 - g. Cooperate fully with the **Main Contractor Site HSE Management** in connection with all matters about safety.
2. Conduct a documented orientation training session for new staff that includes, at a minimum, a review of:
 - a. The Site-Specific Accident Prevention Plan
 - b. Potential hazards in assigned work areas
 - c. Compliance with wearing the required personal protective equipment
 - d. Methods to mitigate anticipated hazards
 - e. Emergency response procedures
3. Ensure that all of its subcontractors, suppliers delivering materials or services to the worksite, etc., are provided with a copy of this specification and are informed of their obligations regarding worksite safety under this requirement. Ensure that provisions are documented and available upon request.



E. ACCIDENT PREVENTION

1. The contractor shall be responsible for correcting hazardous conditions and practices.
2. If it is determined that there is an immediate threat of harm to anybody, the contractor shall:
 - a. Take immediate action to remove/safeguard personnel from the hazard and stabilize or stop work until corrective actions can be implemented to eliminate the hazard.
 - b. Immediately notify the **Main Contractor Site HSE Management** via (rgt@addenterprise.com)

F. CONTRACTOR INJURIES AND ILLNESSES

1. Injury or illness resulting from work under this contract shall be reported to the **Main Contractor Site HSE Management** (rgt@addenterprise.com) within 24 hours of the incident.
2. For work conducted at remote locations where emergency medical service personnel are not capable of responding within 4 minutes, at least two persons shall be available at the work site at all times to render first aid and CPR. These personnel must have a valid certificate in first aid and CPR via a verifiable training program. A minimum ratio of one such qualified person for every 25 employees shall be maintained throughout the project, but no less than 2 qualified persons at any time.
3. The contractor is required to have and maintain at the worksite a first-aid treatment kit adequate for the anticipated hazards and number of personnel.

G. MAIN CONTRACTOR SITE HSE MANAGEMENT RIGHTS

1. **INSPECTIONS/ INVESTIGATIONS**
 - a. The **Main Contractor Site HSE Management** may, in any reasonable manner, observe and inspect the contractor's safety and accident prevention procedures for all activities and personnel. This specifically includes, but is not limited to, the right to attend all safety meetings.
 - b. Upon request, the **Main Contractor Site HSE Management** shall receive copies of any safety inspection reports completed by the contractor or anyone performing work for, on behalf of, or under the contractor.
 - c. The **Main Contractor Site HSE Management** may, in any reasonable manner, observe or participate in any accident investigation conducted by the contractor or anyone performing work for, on behalf of, or under the contractor. The **Main Contractor Site HSE Management** may also, at its sole discretion and in any reasonable manner, undertake its own accident investigation.
2. **CORRECTIVE ACTIONS/ STOP-WORK**
 - a. The **Main Contractor Site HSE Management** shall have the right to direct the contractor to correct unsafe working conditions, including taking corrective action when unsafe working conditions are observed (i.e., lack of good housekeeping practices, use of equipment in obviously poor condition, failure to adhere to statutory OSHA regulations, KSA OSH Guidelines, etc.).
 - b. The **Main Contractor Site HSE Management** shall have the right to require the removal from the project, any person, property, or equipment that, in the **Main Contractor Site HSE Management's** opinion, is deemed unsafe.
 - c. The **Main Contractor Site HSE Management** shall have the right to instruct the contractor to immediately cease any action and/or stop work (or any action thereof) when any conditions exist that, in the **Main Contractor Site HSE Management's** opinion, constitute an imminent danger or could result in serious harm.
 - d. The **Main Contractor Site HSE Management** shall have the right to suspend the work pending the completion of any accident/ incident investigation, whether undertaken by the contractor, the **Main Contractor Site HSE Management**, or other parties of interest.
 - e. The contractor is responsible for costs, expenses, and other obligations paid or incurred as a result of the contractor's or subcontractor's noncompliance with the country's local safety regulations or failure to comply with the terms and conditions of this contract.
3. **MAIN CONTRACTOR SITE HSE MANAGEMENT ACTION/ INACTION DOES NOT RELIEVE CONTRACTOR**
 - a. Nothing that the **Main Contractor Site HSE Management** may do, or fail to do, with respect to safety in the performance of the work shall relieve the contractor of its responsibility to comply strictly with this Contract and



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all standards referenced in this document.

H. SPECIFIC SAFETY PROVISIONS

In addition to the country's local regulations pertaining to operations and safety, the contractor shall adhere to the following **Main Contractor Site HSE Management** mandated safety requirements:

1. Working at height tasks must be followed in accordance with OSHA regulations, which include the correct use of Ladders and Scaffolding Systems and Mobile Elevated Work Platforms (MEWP). All ladders, scaffolds, and MEWPs will require regular safety inspections and records kept in accordance with the OSHA standards.
2. "Unprotected sides and edges." Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge that is 6 feet (1.8 m) or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems. (*Ref-OSHA-1926.501(b)(1)*).
3. Provide guardrails for the scaffold used in the worksite to ensure the safety of workers working on the platform. Never improvise the scaffold.
4. Ensure that machine guarding is provided for the power tools and equipment. *One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips, and sparks. Examples of guarding methods are - barrier guards, two-hand tripping devices, electronic safety devices, etc. (Ref-OSHA-1910.212(a)(1)).*
5. Workers working at heights of 6 feet (1.8 m) and above must ensure that a proper working platform is provided. The worker must ensure he is wearing the PPE for working at height (helmet, anti-slip shoes, high-visibility vest, full-body harness); other PPE is required on a risk basis.
6. Provide soft/ hard barriers to the working area where potential risks and prevent access by non-workers.
7. Electrical - Safe Clearance Procedures.
 - a. Entry into High Voltage Areas: Work under this contract may require entry into High Voltage Areas.
 - b. In the event entry is required, the contractor is obligated to identify any high-voltage areas that may be involved in work under this contract. Before entry into a high-voltage work area, the contractor shall notify the **Main Contractor Site HSE Management**.
8. To prevent employee exposure or damage to electrical systems, the contractor shall exhaust all options and means to de-energize live electrical parts in accordance with OSHA lock-out/tag-out requirements. Working around energized components requires appropriate safety training and PPE.
9. Electricians installing the electrical wiring laid on the ground must be covered with a rubber ramp cover (outside) or D-line cord cover/ cord blanket (inside) to prevent tripping hazards in the workplace and event activities.
10. All electrical connections must be properly organized, spliced, and insulated:
 - a. Cables attached from the back of the LED Screen, Light, and Sound system must be thoroughly arranged and secured.
 - b. All cables must be insulated and covered (trunking and rubber-ramp cover).
 - c. No loose cables must be present during the build-up and event operations.
 - d. Naked wires are strictly prohibited and not allowed on the project site. All connections must be equipped with a 3-pin plug or connected with an industrial connector.
11. Fire Prevention:
 - a. The contractor shall ensure that the fire prevention measures on-site are in accordance with OSHA standards.
 - b. Approved safety cans (approved or listed by a nationally recognized testing laboratory) shall be used for flammable and combustible liquids.
 - c. Fire extinguishers shall be provided by the contractor where required. Know how to use a fire extinguisher (*PASS procedure*)
 - d. Ensure that flammable and combustible materials are properly segregated.
 - e. Smoke only in the designated smoking area.
 - f. All flammable materials, such as thinner, paint, and fuel, are properly kept and secured away from any sources of ignition.
 - g. Additional fire detection equipment must be installed should the booths be enclosed and cannot be detected by the in-house fire detection system in case of potential smoke and fire.
12. Open Flame Devices: Strictly prohibited the use of fuel-burning types of lanterns, torches, flares, or other open-flame devices, such as cooking and heating equipment, at the venue property.
13. Open flame welding, cutting, and spark-producing equipment and tasks will require the contractor to secure a



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- "Hot-Work Permit". This can be obtained by contacting the **H&S Specialist** (rgt@addenterprice.com).
14. Prohibit the use of Mobile phones while working, if it is deemed necessary to make calls, look for a secure place, and ensure that it will not disrupt the working process and will not affect the safety aspect in general.
 15. Work timing is important in the workplace, especially when dealing with hard work. Refrain workers to working more than 12 hours a day. Should this situation not be avoided, additional manpower must be provided for the shifting of the schedule. Laborers must have adequate rest in order for them to work safely and effectively.
 16. When the work schedule lasts during evening time, ensure that adequate lighting is provided in the workplace.
 17. Proper Housekeeping:
 - a. All walkways and pathways must be free of obstruction. Excess materials from the installation of event structures must be removed from the pathways.
 - b. Provide a waste skip for the disposal of generated trash and food leftovers.
 - c. Conduct housekeeping before, during, and after the end of every workday to ensure that hazards associated with poor housekeeping are prevented.
 - d. Ensure the regular collection of generated trash during build-up, event operation, and dismantling activities.
 18. Provide standard and adequate PPE for the workforce:
 - a. Ensure that the issued hardhat (helmet) adheres to *ANSI/ISEA Z89.1-2009* standard (American National Standard for Industrial Head Protection).
 - b. Ensure that gloves are of good quality and sufficiently issued to the laborers conducting manual handling.
 - c. Provide safety shoes to workers for foot protection and adhere to *ANZI Z41.1-1991* standard (American National Standard for Industrial Foot Protection).
 - d. Hi-vis vests for the laborers for clear visibility to all workers.
 - e. Eye protection must be provided to the workers conducting grinding, chipping, welding, and other related works that have the potential to harm the eyes of workers.
 - f. Provide half-facepiece respirators for those workers conducting painting jobs.
 - g. A standard full-body harness must be required when workers are working at heights.

I. SPECIFIC EQUIPMENT SAFETY GUIDELINES

1. **Generator Safety:**
 - a. Generator to be used in the event must have a valid certificate of test and inspection from 3rd party.
 - b. Periodic checklist/ inspection is available upon the request of Client/ Main-con HSE Management.
 - c. Proper electrical cabling and cover are provided for the electrical distribution.
 - d. Fire extinguishing equipment must be provided in the generator station.
 - e. The generator is barricaded with safety signage.
 - f. Refueling must follow the safe refueling procedure and provide an appropriate container for the fuel.
 - g. The operator of the generator must be competent and trained.
 - h. Ensure to wear the appropriate PPE when operating, maintaining the generator.
2. **Cranes and Hoisting Operations**

A written lift plan shall be submitted for all crane operations. The written lift plan will include, as a minimum:

 - a. Make and model of the crane
 - b. Name of the crane operator, documentation of training, and the competent person responsible for the execution of the lift plan.
 - c. A copy of the crane's most recent certificate of annual inspection.
 - d. A copy of the crane's maximum loads at various boom angles and radii.
 - e. Utilizing the crane boom angle and radius information, identify all loads that will exceed 75% of the crane's capability.
 - f. Identify if two or more cranes are required (tandem-lift).
 - g. Provide a sketch or drawing of the anticipated boom angle, radius, center of gravity and crane placement.
 - h. Provide a sketch or drawing of anticipated rigging methods to include:
 - i. Number of slings.
 - ii. Type of configuration.
 - iii. Size and length of slings.
 - iv. Rated capacity of slings.
 - v. Sling angle.
 - vi. Size, number, and rated capacity of shackles.



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- i. Identify the number of ground handlers and the location of ground handlers
 - j. Communication method between ground handlers and the crane operator
 - k. Location of the material staging area
 - l. Method of managing vehicle and pedestrian traffic
 - m. Protection of the Public: The contractor shall submit a plan for the protection of the public on or adjacent to construction and demolition operations.
- 3. Safe Forklift Operation**
- a. Forklift operators and employees working around these are at risk of hazards such as collision, falls, tip-overs, and struck-by conditions. To prevent these hazards, forklift operation may include:
 - i. Always operate the equipment according to the manufacturer's instructions.
 - ii. Always wear your seatbelt.
 - iii. Never exceed the rated load and ensure it is stable and balanced.
 - iv. Do not raise or lower the load when moving/ travelling.
 - v. Keep a safe distance from the platform and ramp edges.
 - vi. Be aware of other vehicles in the work area.
 - vii. Have a clear visibility of the work area and ensure you have enough clearance when raising, loading, and operating a forklift.
 - viii. Use proper footing and handhold, if available, when entering the lift.
 - ix. Use horns at cross aisles and in obstructed areas.
 - x. Watch for pedestrians and observe speed limits.
 - xi. Do not give rides or use the forks to lift people.
 - b. Safety Training:
 - i. Only trained and certified workers may operate the forklift.
 - ii. Ensure that operators are trained on the types of trucks in use.
 - c. Maintenance:
 - i. Remove from the service any forklift found to be in an unsafe operating condition.
 - ii. Keep the forklift in clean condition; free of excess/ leaks oil and grease.
 - iii. Repair and maintain according to the manufacturer's recommendation.
- 4. Safe Scissor Lift Operation**
- To ensure safety in operating a scissor lift in the project site, follow these best practices aligned with OSHA Standards and ANSI A92:
- a. Pre-Operation Checks
 - i. Check for hydraulic leaks, tire damage, or loose parts.
 - ii. Verify guardrails, brakes, and emergency control functions.
 - iii. Ensure placards/ warnings are legible.
 - b. Assess the Environment
 - i. Avoid slopes >5 degrees, soft grounds, or overhead hazards (e.g., power lines).
 - ii. Use an outrigger/ stabilizer if required.
 - c. Review Load Capacity
 - i. Never exceed the manufacturer's rated load (including tools/ workers)
- 4.1. Scissor Lift Safe Operating Procedure**
- a. Personal Protective Equipment (PPE)
 - i. Wear a harness with a lanyard (attached to designated anchor points)
 - ii. Use a helmet, anti-slip shoes, and a high-visibility vest
 - b. Entering/ Exiting the Platform.
 - i. Maintain 3-point contact when climbing and going down from the platform (never jump off!)
 - ii. Close access gates before raising.
 - c. During Operation
 - i. Keep feet/ platform clear of debris.
 - ii. Do not override safety devices (e.g., tilt sensors).
 - iii. Avoid bumping into structures (maintain 1m clearance)
 - d. Moving the Lift
 - i. Lower platform to <1.2m before relocating.
 - ii. Watch for pedestrians crossing/ working and obstacles along the way.



add.

5. Safe Boom-lift Operation

To prevent accidents when operating a boom lift (articulating or telescopic), follow safety standards aligned with OSHA, ANSI A92, and KSA OSH Guidelines:

- a. Pre-Operation Checks
 - i. Inspect the equipment
 - Check for hydraulic leaks, tire damage, or cracks in the boom.
 - Test emergency controls, alarm, and tilt sensors.
 - Check that the placards/ load charts are visible.
 - ii. Assess the Worksite
 - Avoid slopes >5 degrees, soft ground, or trenches.
 - Maintain 10+ feet (3 meters) from power lines (up to 20ft/6 meters for high voltage).
 - Check for overhead obstructions (e.g., pipes, branches)
 - iii. Review Load Limit
 - Never exceed the manufacturer's capacity (including tools, materials, and workers).
- b. Boom Lift Safe Operating Procedures
 - i. Personal Protective Equipment (PPE).
 - Full-body harness with lanyard attached to the boom anchoring point (not to nearby structures).
 - Hard-hat, anti-slip shoes, and high-visibility vest.
 - ii. Entering/ Exiting the man basket
 - Ensure that the man basket is closed before elevation.
 - iii. During Operation
 - Keep all body parts inside the man basket (no leaning over the rails)
 - Do not use planks/ladders to extend reach.
 - Avoid sudden movement or jerky controls
 - iv. Moving the lift
 - Lower the boom to travel position before relocating.
 - Drive slowly (<8kph) and watch for pedestrians crossing/ working/ obstacles along the way

J. SAFETY PERFORMANCE

If the contractor experiences repeated safety violations or fails to abate violations in a timely manner, the contractor shall be subject to any of the following actions, at the Client's Representative or **Main Contractor Site HSE Management's** discretion:

1. Removal and replacement of management personnel.
2. Submit a written safety recovery plan detailing what changes will be made to their safety program and a timeline as to when the changes will be implemented.
3. **Main Contractor Site H&S Specialist** who shall audit the contractor's procedures and operations. The **Main Contractor Site H&S Specialist** shall compile a plan detailing what changes the contractor shall implement.
4. Conduct a "Safety Stand Down" (suspend all work or any action thereof).
5. Issue a Non-compliance notice notifying that the contractor has failed to comply with a contract requirement and directing that the deficiency must be "corrected" within a specified time period.

Costs incurred by the contractor to abate hazards or to respond to actions noted in this Safety Performance Section shall not be considered a reason for extension of contract time or increase in costs to the Client/ MainContractor.

I read and understood all the above-listed requirements, and I will implement and adhere to.

On Behalf of Contractor Name:

Authorized Signatory
(Name & Title, date)

Company Stamp



B.6 PPE REQUIREMENT

Mandatory and risk-basis Personal Protective Equipment for all personnel on-site.



PROJECT SITE

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENT

متطلبات معدات الحماية الشخصية (PPE) لموقع المشروع

Mandatory PPE:

معدات الحماية الشخصية الإلزامية:

- Hard Hat/ Helmet
- High-Visibility Vest
- Safety Shoes

• خوذة الأمان / الخوذة

• سترة عالية الوضوح

• أحذية السلامة



PPE Required on Risk Basis:

معدات الحماية الشخصية المطلوبة بناءً على مستوى المخاطر:

- **Full-body harness, lanyards (Fall Protection)** – Prevents falling from heights.

• حزام الجسم الكامل، الحبال الواقية (الحماية من السقوط) – يمنع السقوط من المرتفعات.



- **Dust Mask, N95 Mask (Respiratory Protection)** – Protection against dust, fumes, gases, and airborne particles.

• قناع الغبار، قناع N95 (الحماية التنفسية) – للحماية من الغبار، والأبخرة، والغازات، والجسيمات المحمولة جواً.



- **Safety Goggles (Eye Protection)** – prevents chemical splash, flying debris, UV radiation, and Sparks.

• نظارات السلامة (حماية العين) – تمنع تطاير المواد الكيميائية، الحطام المتطاير، الأشعة فوق البنفسجية، والشرر.



- **Cut-resistant Safety Gloves (Hand Protection)** - Prevents cuts, burns, chemical exposure, and electrical hazards.

• قفازات السلامة المقاومة للقطع (حماية اليدين) – تمنع الجروح، والحروق، والتعرض للمواد الكيميائية، والمخاطر الكهربائية



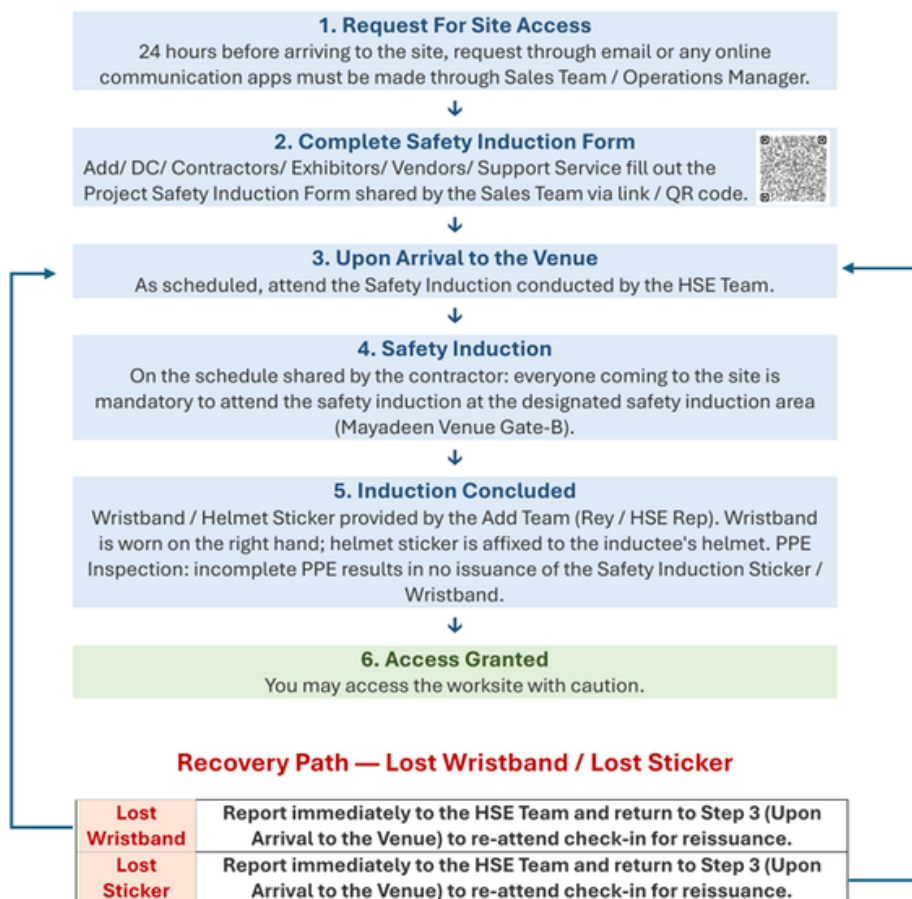


B.7 WORKSITE ACCESS PROCESS FLOW

Reference process for all personnel requesting site access, completing induction, and obtaining wristbands/stickers.



IDRA-WORLD CONGRESS -2026 WORKSITE ACCESS PROCESS FLOW



Strictly Reminders & Safety Violations

Strictly Reminders	
1	Mandatory PPE – Helmet, Safety Vest, Safety Shoes, other PPE required on a risk basis.
2	Helmet with Add Sticker is not transferable (not allowed to be borrowed to get somebody else into the site).
Safety Related Violations / Offenses	
1st Offense	Warning / reprimand – safety briefing regarding the cause of the unsafe act, and corrective action to address the safety concern.
2nd Offense	Confiscation of wristband; will not be allowed to enter the site.



B.8 RISK ASSESSMENT — GUIDANCE, EXAMPLE & TEMPLATE

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Space Only exhibitors: this covers your own show-period activities only — separate from your contractor's construction risk assessment, submitted with your compliance documents. Shell Scheme exhibitors: this should cover your build, open period, and breakdown activities.

FIVE STEPS TO A PROPER RISK ASSESSMENT

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on control measures
4. Record your findings
5. Review and update if necessary

EXAMPLE — BUILD-UP / BREAKDOWN

Hazard	Who's Harmed	Existing Controls	Further Action	Owner	By When
Loading/unloading vehicle	Staff, Contractors	Supervised loading; flat ground only	Barrier off active zones	Stand Manager	Build-Up Day 1
Manual handling	Staff, Contractors	Trained lifting technique	Mechanical aids where possible	Stand Manager	—
Working at height	Staff, Contractors	Visual equipment check before use	Ladders comply with recognized standard	Site Supervisor	—
Electrics	Staff, Contractors	ADD Enterprise official contractor only	—	ADD Enterprise	Ongoing



EXAMPLE — OPEN PERIOD

Hazard	Who's Harmed	Existing Controls	Further Action	Owner	By When
Stand overcrowding	Visitors, Staff	Clear walkways maintained	Monitor during peak hours	Stand Manager	Daily
Naked flames	Visitors, Staff	Not permitted on stand	—	Stand Manager	Ongoing
Demonstrations	Visitors, Staff	Briefed staff, controlled area	—	Stand Manager	Daily

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B.9 FASCIA NAMEBOARD FORM

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Stand No.	Hall
Company Name	Contact Name
Email	Date

Name to appear on fascia nameboard:

--

Standard upper/lower case lettering will be used. Common abbreviations apply (Limited = Ltd, Company = Co). Please indicate any special characters clearly. If not submitted by the deadline, the company name on file with IDRA will be used.

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B.10 SITE SAFETY RULES

General site safety rules applicable to all working personnel and event staff (bilingual EN/AR). Displayed on-site and referenced throughout this manual.



SITE SAFETY RULES قواعد سلامة الموقع	
All working personnel and event staff must follow these rules to help keep a safe working environment يجب على جميع الموظفين العاملين وموظفي الفعاليات اتباع هذه القواعد للمساعدة في الحفاظ على بيئة عمل آمنة	
	SAFETY VEST, HELMET, SAFETY SHOES <u>MUST</u> BE WORN AND OTHER PPE AS DEEMED REQUIRED - FULL-BODY HARNESS, SAFETY GOGGLES, SAFETY GLOVES, AND EAR PLUG/ MUFF. يجب ارتداء سترة السلامة والخوذة وأحذية السلامة وغيرها من معدات الوقاية الشخصية حسب الاقتضاء - حزام لكامل الجسم ، ونظارات واقية ، وقفازات أمان ، وسدادة / غطاء للأذن.
	BEWARE OF HAZARDS IN YOUR WORK AREA, PROTECT YOURSELF DO NOT TAKE RISKS WITH YOUR OWN SAFETY OR THAT OF OTHERS. احذر من المخاطر في منطقة عملك ، احم نفسك ولا تخاطر بسلامتك أو سلامة الآخرين.
	PREVENT FIRE. KNOW WHERE THE NEAREST FIRE EXTINGUISHER LOCATION IS. منع الحريق. تعرف على مكان أقرب موقع مطفأة حريق.
	SITE SPEED LIMIT 20KPH – NO SPEEDING OR DANGEROUS DRIVING. الحد الأقصى لسرعة الموقع 20 كم / ساعة - لا توجد سرعة أو قيادة خطيرة.
	NO USE OF PHONES WHILE OPERATING EQUIPMENT, DRIVING VEHICLE, AND WORKING. عدم استخدام الهواتف أثناء تشغيل المعدات وقيادة السيارة والعمل.
	WORK AT HEIGHT MUST BE CARRIED OUT SAFELY WITH PROPER WORKING PLATFORM AND FALL PROTECTION. يجب أن يتم العمل في المرتفعات بأمان مع منصة عمل مناسبة وحماية من السقوط.
	MACHINERY AND EQUIPMENT MUST ONLY BE OPERATED BY PERSON WITH VALID CERTIFICATION, TRAINED, AND COMPETENT. يجب تشغيل الآلات والمعدات فقط من قبل شخص حاصل على شهادة صالحة ومدرب ومختص.
	FIRST AID IS AVAILABLE ON SITE. RAISE THE ALARM WITH YOUR CO-WORKERS NEARBY AND SUPERVISOR IF YOU NEED HELP. وتتوفر الإسعافات الأولية في الموقع. ارفع ناقوس الخطر مع زملائك في العمل القريبين والمشراف إذا كنت بحاجة إلى مساعدة.
	WORKERS MUST BE PHYSICALLY AND MENTALLY <u>FIT</u> WHEN GOING TO WORK. REPORT TO HSE TEAM WORKERS NOT FEELING WELL. يجب أن يكون العمال لائقين بدنيا وعقليا عند الذهاب إلى العمل. إبلاغ العاملين في فريق الصحة والسلامة والبيئة بأنهم ليسوا على ما يرام.
	WEAR YOUR ACCREDITATION AND FOLLOW SECURITY MEASURES. ارتد اعتمادك واتباع الإجراءات الأمنية.
	RESPECT THE ENVIRONMENT. DO NOT ALLOW MATERIALS, LIQUID WASTE TO POLLUTE SURROUNDINGS. احترم البيئة. لا تسمح للمواد والنفايات السائلة بتلويث المناطق المحيطة.
	KEEP SITE AND WORKING AREAS TIDY. REMOVE WASTE AT THE END OF EACH SHIFT (GOOD HOUSEKEEPING PRACTICE) حافظ على الموقع ومناطق العمل مرتبة. إزالة النفايات في نهاية كل وردية (ممارسة التدبير المنزلي الجيدة)
	NO SMOKING INSIDE THE OFFICE AND WORKSITES. SMOKE ONLY ON DESIGNATED SMOKING AREA. ممنوع التدخين داخل المكتب ومواقع العمل. التدخين فقط في المنطقة المخصصة للتدخين.
	NO USE OF DRONES UNLESS AUTHORIZED. NO UNAUTHORIZED TAKING OF PHOTOS/ VIDEOS. عدم استخدام الطائرات بدون طيار ما لم يكن مصرحاً به. لا يوجد التقاط غير مصرح به للصور / مقاطع الفيديو.

Treat everyone with respect – report poor work conditions or safety risks, report any damage or accidents to the HSE Team

تعامل مع الجميع باحترام - الإبلاغ عن ظروف العمل السيئة أو مخاطر السلامة ، والإبلاغ عن أي ضرر أو حوادث لفريق الصحة والسلامة والبيئة



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