



## Operations Plan

# Bahrain International Exhibition & Convention Centre (BIECC)

To be returned to the Licensing Officer at Bahrain Exhibition & Convention Authority (BECA) not later than FOUR WEEKS before tenancy commences. Revisions in this form submitted within 13 calendar days or less prior to the start of the tenancy are subject to additional charges.

### 1. EVENT DETAILS

- a. Title : \_\_\_\_\_ Type :  Exhibition  Function
- b. Organiser : \_\_\_\_\_
- c. Address : \_\_\_\_\_
- d. Phone : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_
- e. Contact Person : \_\_\_\_\_

### 2. LICENCED TENANCY PERIOD & OPEN HOURS

- a. Tenancy Dates : From \_\_\_\_\_ to \_\_\_\_\_
- b. Show Open Days : From \_\_\_\_\_ to \_\_\_\_\_
- c. Opening Timings : A.M. From \_\_\_\_\_ to \_\_\_\_\_ P.M. From \_\_\_\_\_ To \_\_\_\_\_
- d. Friday Timings : A.M. From \_\_\_\_\_ to \_\_\_\_\_ P.M. From \_\_\_\_\_ To \_\_\_\_\_

### 3. LICENCED HALL/S & AREA TO BE OCCUPIED

- a.  Hall 1 -- Internal hall area : \_\_\_\_\_ (M2) External exhibit area \_\_\_\_\_ (M2)
- b.  Hall 2 -- Internal hall area : \_\_\_\_\_ (M2) External exhibit area \_\_\_\_\_ (M2)
- c.  Al Nakhla 1 + 2 (800M2)  Al Nakhla 1 (400M2)  Al Nakhla 2 (400M2)  Al Seef (300M2)  Al Fanar (300M2)

### 4. TYPE OF SHOW & ADMISSION DETAILS

- a. Open to :  Trade only  Public  Trade & Public
- b. Admission fees : Adult \_\_\_\_\_ Child \_\_\_\_\_
- c. Public Admission : Dates \_\_\_\_\_ Time \_\_\_\_\_
- d. Ticket Stands :  Required  Not Required

### 5. NOMINATED CONTRACTORS

#### a. STAND FITTING

Company : \_\_\_\_\_  
Phone : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

**b. ELECTRICAL**

Company : \_\_\_\_\_

Phone : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

**c. SHIPPING**

Company : \_\_\_\_\_ Company : \_\_\_\_\_

Phone : \_\_\_\_\_ Phone : \_\_\_\_\_

**6. CONTRACTORS' WORKING HOURS**

**Build – up** From \_\_\_\_\_ am To \_\_\_\_\_ pm

**Dismantling** From \_\_\_\_\_ am To \_\_\_\_\_ pm

**7. OPENING CEREMONY**

**Guest of Honour** : \_\_\_\_\_

**Date** : \_\_\_\_\_ **Time** : \_\_\_\_\_

**Equipment required for Official Opening Ceremony :**

- a. Majlis/VIP Reception Room :  Yes  No
- b. Scissors, Cushion & Ribbon :  Yes  No
- c. Microphone & Speakers :  Yes  No
- d. Podium :  Yes  No

**8. LIST ALL COUNTRIES PARTICIPATING IN THE EVENT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Submitted By :**

**Name** : \_\_\_\_\_ **Position title** : \_\_\_\_\_  
**Signature** : \_\_\_\_\_ **COMPANY STAMP** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

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**FOR BECA'S USE ONLY**

**Reviewed By** : \_\_\_\_\_ **Position title** : \_\_\_\_\_

**Signature** : \_\_\_\_\_ **Date** : \_\_\_\_\_