


ARAB LAB 2009


10-13 January 2009, Dubai

HOTEL ACCOMMODATION

ROOMS ARE SUBJECT TO AVAILABILITY AT TIME OF BOOKING

<p>Novotel World Trade Centre 4 star</p>	<p>Room Facilities:</p>	<p>Air-conditioned with phone, voice mail, personal safe, internet connection, minibar and tea/coffee facilities</p>
	<p>Hotel Facilities:</p>	<p>Laundry/dry cleaning service, car and outdoor parking, meeting rooms, business centre, gym. 24-hour room service, bar, restaurant, café. Located in the World Trade Centre, close to Sheikh Zayed Road and 15 minutes from the International Airport Walking distance to Exhibition Centre</p>
<p>Rates:</p>	<p>Single: GBP219.00/AED1358.00/USD405.00 Double: GBP228.00/ AED1414.00/USD422.00 *includes taxes and breakfast</p>	<p>FULLY BOOKED</p>

<p>Metropolitan Hotel (Sheikh Zayed) 4 star</p>	<p>Room Facilities:</p>	<p>Spacious double beds - or twin-bedded rooms with two-seater sofa that offer views either over the gardens or the front of the hotel. All rooms have individually controlled air conditioning, high-speed Internet access, cable TV with 32 international channels, safe and minibar, bath and shower. Tea- and coffee making facilities in the room.</p>
	<p>Hotel Facilities:</p>	<p>Swimming pool with large sun deck area, sun loungers and sun umbrellas, Fully equipped gymnasium, Massage, Jacuzzi, Steam room, Sauna, Fitness classes</p>
<p>Location:</p>	<p>Approx 8 minutes to the Event venue by Taxi</p>	<p>Rates:</p>
<p>Rates:</p>	<p>Single: GBP236.00/AED1487.00/USD402.00 Double: GBP261.00/AED1645.00/USD445.00 Inclusive of Taxes & Breakfast</p>	

<p>Crowne Plaza 5 star</p>	<p>Room Facilities:</p>	<p>Air-conditioned rooms with bath/shower, hair dryer, trouser press, minibar, safe, phone and satellite TV.</p>
	<p>Hotel Facilities:</p>	<p>Meeting facilities, business centre, health club, sauna, solarium, steam room, whirlpool, 2 tennis courts, 2 squash courts, shopping mall and free parking. 24-hour room service, 10 restaurants, pub and 2 bars</p>
<p>Location:</p>	<p>Located on Sheikh Zayed Road, approx. 15 minutes from the airport Approximately 10 minute drive to Exhibition Centre</p>	<p>Rates:</p>
<p>Rates:</p>	<p>Single: GBP230.00/AED1495.00/USD430.00 Double: GBP230.00/AED1495.00/USD430.00 *Includes Taxes</p>	

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	<p>Dusit Thani Hotel 5 star</p>	<p>Room Facilities:</p>	<p>Full bathroom amenities such as bath salts, dental kit and talcum powder , Vanity set , Coffee / tea making facilities, Satellite television, High speed internet access, Safety deposit box, Separate shower cabin and bathtub, Hair dryer, IDD telephone lines, Mini-bar</p>
	<p>Hotel Facilities:</p>	<p>Fitness Centre and Jacuzzi, Swimming pool and sun deck, Hair salon, Dusit Boutique</p>	
	<p>Location:</p>	<p>10 minutes by taxi to the Exhibition Centre</p>	
	<p>Rates:</p>	<p>Deluxe Single: GBP369.00/AED2199.00/USD629.00 Includes Taxes</p>	

	<p>Raffles Hotel 5 star</p>	<p>Room Facilities:</p>	<p>248 opulent Suites with modern facilities such as fully equipped bathroom sitting area, broadband connection</p>
	<p>Hotel Facilities:</p>	<p>11 Food & Beverage outlets and the decadent Raffles Amrita Spa. A unique, one-hectare 'Raffles Botanical Garden', depicting the four 'Elements of Life'</p>	
	<p>Location:</p>	<p>15 minutes by taxi to the Event</p>	
	<p>Rates:</p>	<p>Signature Suite: GBP420.00/AED2725.00/USD776.00 Includes Taxes</p>	

	<p>Fairmont Hotel 5 star</p>	<p>Room Facilities:</p>	<p>In-room business facilities, a separate chaise lounge sitting area and an interactive television with high speed Internet service. All guest rooms feature stunning panoramic views of the city</p>
	<p>Hotel Facilities:</p>	<p>Willow Stream Spa, two rooftop swimming pools, dining options at Café Sushi, the contemporary Japanese café and Spectrum on One with eight interactive kitchens specializing in six influential international cuisines.</p>	
	<p>Location:</p>	<p>5 minutes walk to the event venue via a walkway</p>	
	<p>Rates:</p>	<p>Standard Room: GBP386.00/AED2299.00/USD659.00 **Includes Taxes</p>	




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<p>Four Points Sheraton Sheikh Zayed 4 star</p>	<p>Room Facilities:</p>	<p>"My Fridge" mini bar, 32" interactive LCD television, digital safety deposit boxes, High Speed Internet Access, as well as coffee/tea making facilities.</p>
	<p>Hotel Facilities:</p>	<p>Rooftop swimming pool, fully equipped state-of-the-art gymnasium. Private showers, lockers, sauna rooms, and massage rooms. Moroccan Dining Room and Lounge, a Mediterranean Dining Room and Lounge, Wine and Beer Room.</p>
<p>Location:</p>	<p>Sheikh Zayed Road. Approx 5 minutes by Taxi to the Event.</p>	
<p>Rates:</p>	<p>Deluxe Single Room: GBP162.00 / AED965.00 / USD276.00 Includes taxes and breakfast</p>	
<p>Majestic Tower Hotel 4 star</p>	<p>Room Facilities:</p>	<p>Rooms with desk, internet connection, TV, bathroom and mini bar.</p>
	<p>Hotel Facilities:</p>	<p>Banqueting and conference rooms, an outdoor swimming pool with sundeck, health club, sauna & steam room, hair & beauty salon, valet & private indoor parking, 2 bars, restaurant and café.</p>
<p>Location:</p>	<p>Situated in the heart of downtown Dubai in the Bur Dubai area. Approximately 20 minute drive to Exhibition Centre</p>	
<p>Rates:</p>	<p>Standard Room: GBP147.00/AED877.00/USD255.00 *Includes taxes and Breakfast</p>	
<p>Qamardeen Hotel 4 star</p>	<p>Room Facilities:</p>	<p>Air-conditioned with phone, voice mail, internet connection, mini bar, flat screen TV and tea/coffee facilities.</p>
	<p>Hotel Facilities:</p>	<p>Lobby lounge with coffee shop, restaurant, swimming pool, fitness centre & 24 hour business centre.</p>
<p>Location:</p>	<p>Situated within the Burj Dubai commercial and residential complex, both the Burj Dubai (the world's tallest tower) & the world's largest shopping mall are close by. Approximately 15 minute drive to Exhibition Centre.</p>	
<p>Rates:</p>	<p>Single: GBP284.00/AED1765.00/USD526.00 Double: GBP306.00/AED1895.00/USD566.00 *Includes Taxes and Breakfast</p>	

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 <p>Al Manzil 4 star</p>	Room Facilities	Air-conditioned rooms with private bath & shower, flat screen TV, phone, complimentary high speed internet access, mini bar, tea/coffee facilities, 24hour room service
	Hotel Facilities	2 Restaurants and 1 coffee shop, underground parking, complimentary internet access and WIFI in public areas and 24 hour business centre. Outdoor swimming pool and pool deck, fitness centre.
	Location	Approximately 10 minutes drive to Exhibition Centre
	Rates	Single: GBP327.00/AED2030.00/USD606.00 Double: GBP350.00/AED2165.00/USD646.00 *Includes Taxes and Breakfast
 <p>Arabian Park Hotel 3 star</p>	Room Facilities:	Tea/Coffee making facilities, internet access, safe , mini fridge, telephone, hairdryer, satellite TV and 24 hour room service
	Hotel Facilities:	24-hour concierge service, dry cleaning and laundry services, business centre, lounge, gym, large salt water pool, restaurant, delhi and bar.
	Location:	Perfectly located in Garhoud Bridge area, just 10 minutes from the Airport. Approximately 10 minutes drive to Exhibition Centre.
	Rates:	Single Room: GBP138.00 / AED853.00 / USD255.00 Double Room: GBP147.00/AED910.00 / USD272.00 Inclusive of taxes and breakfast
 <p>Coral Boutique Hotel Apartments 4 star</p>	Room Facilities:	A smart seven-storey building with 78 spacious, well-appointed luxury apartments, the hotel boasts elegantly designed 1-bedroom, 2-bedroom and 3-bedroom suites, each featuring a comfortable living room, bedrooms with en-suite bathroom, a separate guest bathroom, fully equipped kitchen with washing/drying machine
	Hotel Facilities:	24 hours room service, Broadband internet access from all suites, Private, secure parking, Evening turn down service, Safety deposit box, Automatic shoeshine machine, Valet parking, Wake up calls, Babysitting services on request, Laundry/dry cleaning services, Rent-a-car desk
	Location:	Approximately 10 minutes by taxi to the Event
	Rates:	One Bedroom Apartment: GBP210.00/AED1305.00/USD389.00 Two Bedroom Apartment: GBP363.00/AED2255.00/USD673.00

Please note that if we are unable to offer your first choice of hotel then we will offer a suitable alternative.
 Prices may change as a result of fluctuating currency rates.

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CONCIERGE SERVICES

Why not try our on-site concierge services?

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

Let us help you with:

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

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

FLIGHTS

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

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HOTEL BOOKING FORM

Please fax this form for the attention of Ms. Carin Fendinge on
 Fax No. +44 (0) 207 633 9427 or email: cf@eventsinfocus.net

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

REQUIREMENTS

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

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

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

WE HEREBY AGREE TO THE ABOVE BOOKING CONDITIONS:-

Company Name:

Address:

Contact Name: Signature: Date:

Email:

Telephone: Fax:

PLEASE INDICATE PAYMENT PREFERENCE:-

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

- 1) We will be paying by company cheque: (for UK based companies **only**)
- 2) We will be paying by bank transfer: (Our bank details will be sent out along with your invoice)
- 3) We will be paying by credit card: (Please complete your card details below – £10.00 c/c fee applies)

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

Valid From: Valid To:

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

Name of Cardholder:

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

FLIGHT BOOKING FORM

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

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

Flight Quote Required Flight Quote & transfers required Transfers only required

INDIVIDUAL ITINERARIES

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

Company Name:

Address:

Contact Name: Signature: Date:

Email:

Telephone: Fax:

PLEASE INDICATE PAYMENT PREFERENCE:-

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

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

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

Valid From: Valid To:

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

Name of Cardholder:

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

DUBAI VISA APPLICATION

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

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

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

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

VISA INFORMATION

Ø Passport holders of the countries listed below do not require a visa beforehand in order to enter the United Arab Emirates for business or tourist visits lasting 30 days (extendable on request up to 90 days), provided they meet the requirements of the Resident and Nationalisation Authorities:

Europe:

Andorra	Italy
Austria	Liechtenstein
Belgium	Luxembourg
Denmark	Monaco
Finland	Norway
France	Portugal
Germany	San Marino
Great Britain *	Spain
Greece	Sweden
Holland / The Netherlands	Switzerland
Iceland	Vatican City
Ireland	

- The Nationality status in the passport should read BRITISH CITIZEN. If not, then visa is required.
- Other British passports holders with British subject or overseas endorsement require visas, can be obtain through hotels, relatives, or associated business companies in the UAE.

Other countries:

Australia	Malaysia
Brunei	New Zealand
Canada	Singapore
Hong Kong	South Korea
Japan	The United States of America

- Ø All visitors should have a valid return travel ticket and a passport valid for a minimum period of three months for tourists and six months for employment.
- Ø Resident visas and work permits are issued by the concerned authorities in the UAE and the application is made through a prospective employer. ([Employment in the United Arab Emirates](#))
- Ø Other nationals arrange their visa through a sponsor in the UAE ([Obtaining visa through sponsor in the UAE](#)).
- Ø For procedure and requirements of visa please refer to [VISA APPLICATION](#)

All travel documents are not accepted for UAE entry.

Israeli stamps endorsement is not a problem for UAE entry.

96 Hour Transit Visa (Available on Arrival)

This transit visa is granted according to the following condition and procedures and it is bending to the approval of the Airport Immigration upon arrival:.

- The carrying Airlines shall submit a list of the names of transit passengers, undertaking therein their responsibility for such passenger's violation of the Law of Entry and Residence of Foreigners and relevant Executive Regulations and Decisions.
- The Concerned authority at the port of entry shall approve the list containing the names of transit passengers, who desire to enter, after being audited, and thereafter endorse the foreigner's passport with the period for which he is permitted to stay in the Country, and stamp it with the stamp of entry.
- It is conditional that the transiting passenger should be heading to a Country other than he came from.

HEALTH REQUIREMENTS

There are no mandatory health requirements for persons travelling from the UK provided they have not visited an infected area/country within six months prior to their trip.

TERMS & CONDITIONS: -

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

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

DUBAI VISA APPLICATION FORM

PLEASE SCAN A COLOUR COPY OF THE PHOTO & PERSONAL DETAILS PAGE AND EMAIL THIS ALONG WITH THIS APPLICATION AND AFOREMENTIONED PERSONAL PHOTOGRAPH

Please complete your details below in BLOCK LETTERS in English only.

FULL NAME : _____
FATHER'S NAME : _____
MOTHER'S NAME : _____
FAMILY NAME : _____
CURRENT NATIONALITY : _____ PREVIOUS NATIONALITY _____
SEX : _____
MARITAL STATUS : _____
HUSBAND'S NAME : _____
OCCUPATION : _____
RELIGION : _____
QUALIFICATION : _____
LANGUAGE SPOKEN : _____
BIRTH DATE : DAY _____ MONTH _____ YEAR _____
COUNTRY OF BIRTH : _____ PLACE OF BIRTH _____
PASSPORT NO. : _____ TYPE OF PASSPORT _____
COUNTRY OF ISSUE : _____ PLACE OF ISSUE _____
DATE OF ISSUE : DAY _____ MONTH _____ YEAR _____
EXPIRY DATE : DAY _____ MONTH _____ YEAR _____
PRESENT ADDRESS : _____
CITY : _____ COUNTRY _____
PHONE NUMBER : _____ FAX NUMBER _____
ARRIVAL DATE : _____
FLIGHT NO. : _____ ARRIVAL TIME _____
DEPARTURE DATE : _____
FLIGHT NO. : _____ DEPARTURE TIME _____

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

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

PLEASE NOTE THAT WE DO NOT ACCEPT AMERICAN EXPRESS

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

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

BOOKING CONDITIONS

RESERVATIONS

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

PAYMENT

All services must be pre-paid to Events in Focus at the UK Pound Sterling rate indicated above. Any other foreign exchange rates listed are for indication purposes only. An invoice will be produced for your travel and/or accommodation and payment must be made prior to the event. A fee of GBP 10.00 will be charged for all credit card payments. Confirmation of payment will be forwarded to you along with hotel vouchers and other travel documents prior to departure. On check out from the hotel please pay only for incidentals.

CHANGES/CANCELLATIONS

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

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

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

INDIVIDUAL ITINERARIES

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

AIRPORT TRANSFERS

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

VISAS

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

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

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

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

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