



إيدكس IDEX

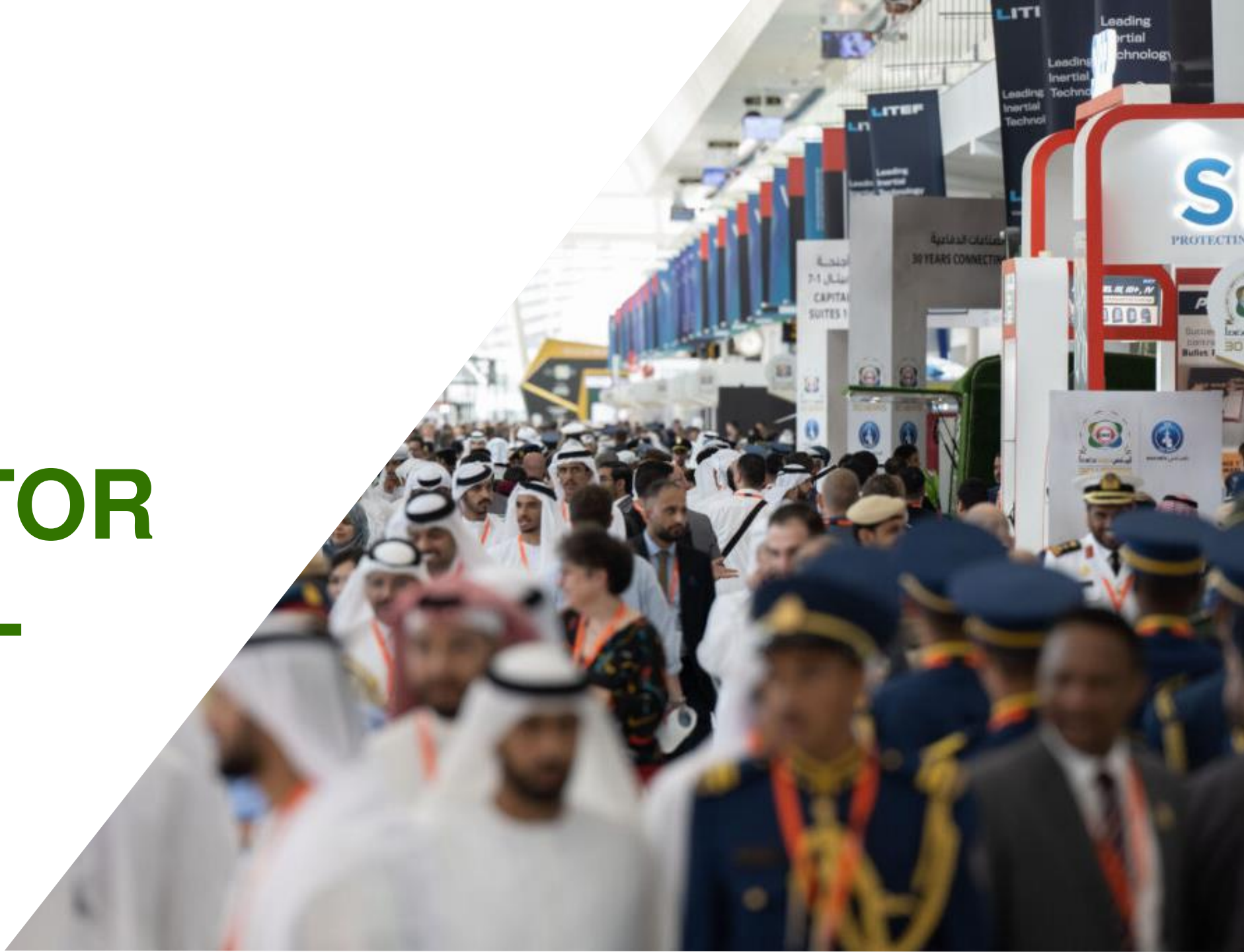


نافدكس NAVDEX

17 - 21 FEBRUARY 2025

ADNEC Centre Abu Dhabi

EXHIBITOR PORTAL GUIDE



EXHIBITOR PORTAL GUIDE



Welcome

We are excited to welcome you as an exhibitor for IDEX and NAVDEX 2025!

This is your step-by-step guide for using the Exhibitor Portal for the event. This portal is your go-to resource for preparing for your participation.

Key Features of the Exhibitor Portal:

- 1. Event Schedule:** Access the complete event schedule from build-up to break-down.
- 2. Exhibitor Manual:** Access the Exhibitor Manual for comprehensive information about exhibiting.
- 3. Deadlines:** Stay informed about all required forms and submissions to ensure timely compliance.

How to Access the Portal:

1. You will receive a welcome email from info@ffair.io with a link to activate your account
2. Click on "Activate Account"
3. Create your password

If you have not received the welcome email from info@ffair.io or have any trouble accessing the Exhibitor Portal, please contact the Operations Team at operations@idexuae.ae.

We encourage you to explore the portal and complete your 'Tasks' at your earliest convenience. This will help us to better serve you and maximise your exposure at the event.

The IDEX & NAVDEX 2025 Exhibitor Portal is powered by  **FFAIR**

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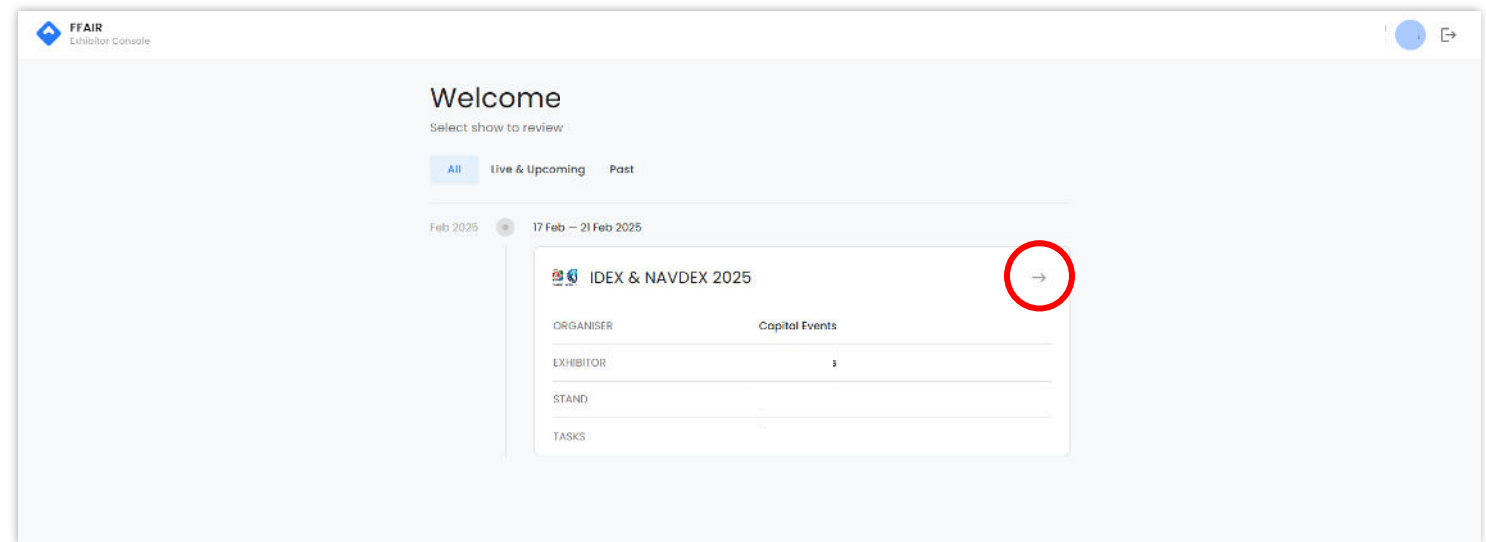
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1. Welcome Page

1. Login to the Portal at <https://app.ffair.io/login>
2. Click on “IDEX & NAVDEX 2025”



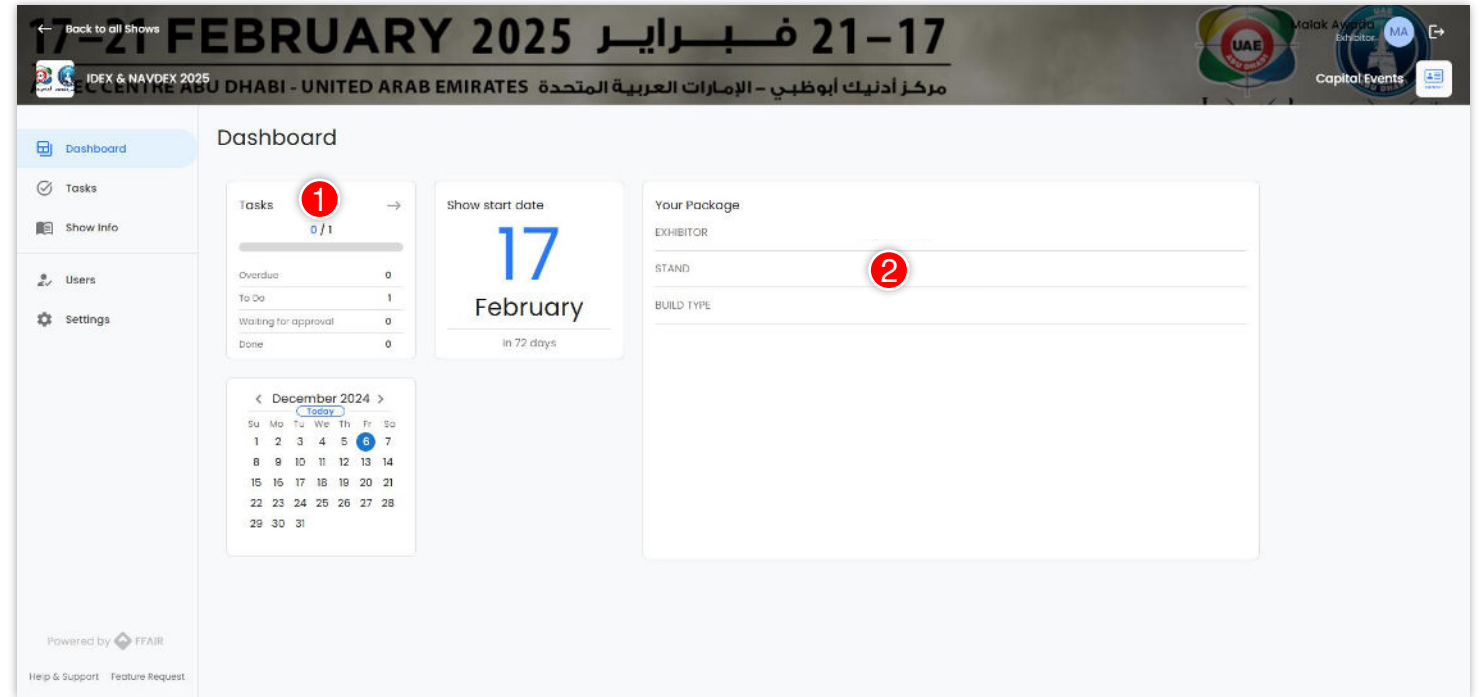
Version 241209

EXHIBITOR PORTAL GUIDE



2. Dashboard

1. Keep track of your tasks such as mandatory & optional forms with deadlines that are coming up, overdue or complete.
2. Overview of your exhibiting package.



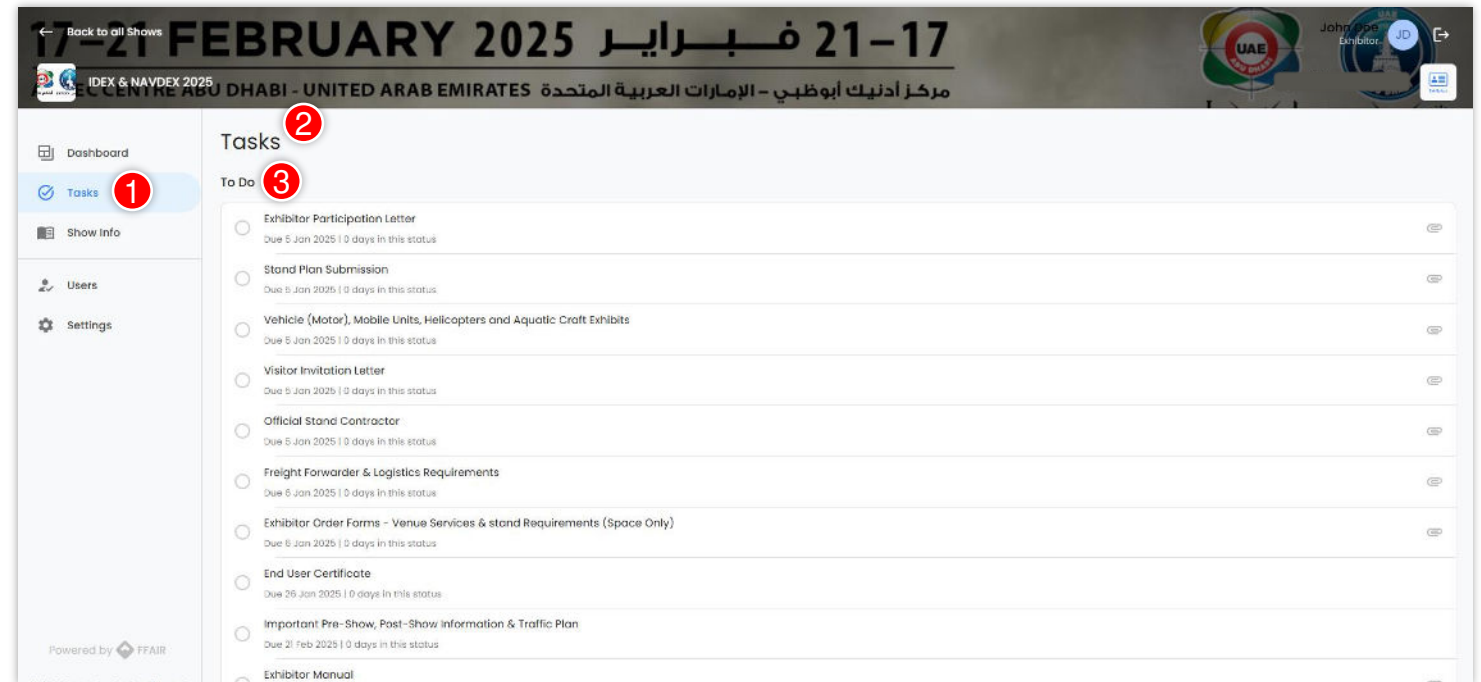
Version 241209

EXHIBITOR PORTAL GUIDE



3. Tasks

1. Click on **Tasks** in the menu on the left-hand side.
2. View and track all of your tasks to submit before the due dates.
3. Your tasks will be sorted into different categories for each tracking;
 - To Do
 - Overdue (*urgent attention!*)
 - Done



Version 24|209

EXHIBITOR PORTAL GUIDE



3. Tasks

- When you click on a specific Task on the list, a window will pop-up on the right-hand side.
- On the pop-up, you will be able to read the instructions and any relevant details for the specific task
- On the pop-up, you will be able to download any relevant attachments to complete.
- Follow the instructions for completing the task.
- Please complete the task before the due date to allow enough time for review and amendments if necessary.*
- When you have completed the relevant form or letter, click on “Confirm” or “Start Task/Submit” and follow the on-screen instructions.
- You will receive notifications by email for any tasks which are upcoming, overdue, submitted and approved/declined.

The screenshot displays the Exhibitor Portal interface. The top navigation bar includes a 'Back to all Shows' link and the event title '21 FEBRUARY 2025 فبراير 21-17'. Below this, the 'Tasks' section lists various tasks with their due dates. The 'Stand Plan Submission' task is highlighted, and a detailed view of this task is shown on the right. This view includes a 'Please note' section, a list of required documents, a 'Send to' field, an approval timeline, and a 'DUE DATE' of 5 Jan 2025. A 'CONFIRM' button is visible at the bottom of the task details.

4 Please note: All submissions should be made via email.
The following documents are mandatory and approvals cannot be granted until all documents have been received and fully checked:

- A full set of design drawings, including 3D visuals/renderers and technical drawings with all measurements shown.
- Structural calculations for stands above 4 meters in height.
- Method statement (the form must have company stamp, signature and be on company letterhead).
- Risk assessment (the form must have company stamp, signature and be on company letterhead).
- Proof of insurance for the stand build company (valid contractors all risk insurance with public liability certificate – applicable to Stand Contractors / Stand Builders only).
- Valid Trade License (applicable to Stand Contractors / Stand Builders only).
- Stand Plan Checklist Form for Single or Double Storey Stands (form will be provided by the Organizer).

Send to: idx-design-submissions@abje-events.com

Approval will take approximately 7 working days assuming all documents are submitted together.

STATUS	To Do
STAND NUMBER	OPS1ATTI
EXHIBITOR	Operations – Michael
HISTORY TIMELINE	No history yet
DUE DATE	5 Jan 2025

ATTACHMENTS

- PDF, 344.3B KB IDEX & NAVDEX 2025 – Stand Plan Check...

CONFIRM

EXHIBITOR PORTAL GUIDE



4. Show Info

1. Click on **Show Info** in the menu on the left-hand side.
2. Here, you will be able to browse and read through important information that will help you have a pleasant experience preparing.
3. **Important Dates & Times:** check the dates and timings for build-up, show days and break-down as well as required information for onsite deliveries.
4. **Exhibitor Manual:** you can view the PDF version.
5. **Official Contractors List:** browse the list of official contractors, partners and providers for any services you might need.
6. **Checklist & Deadlines:** important deadlines for submitting your required forms and details.

The screenshot displays the 'Show Info' page of the exhibitor portal. The header features the event dates '17-21 FEBRUARY 2025 فبراير 17-21' and the location 'MADINET ABU DHABI - UNITED ARAB EMIRATES'. The left sidebar includes a navigation menu with 'Show Info' selected and a red notification badge with the number '7'. The main content area is titled 'Show Info' and contains a 'Welcome' message with an 'Important Notice' about the updated breakdown schedule.

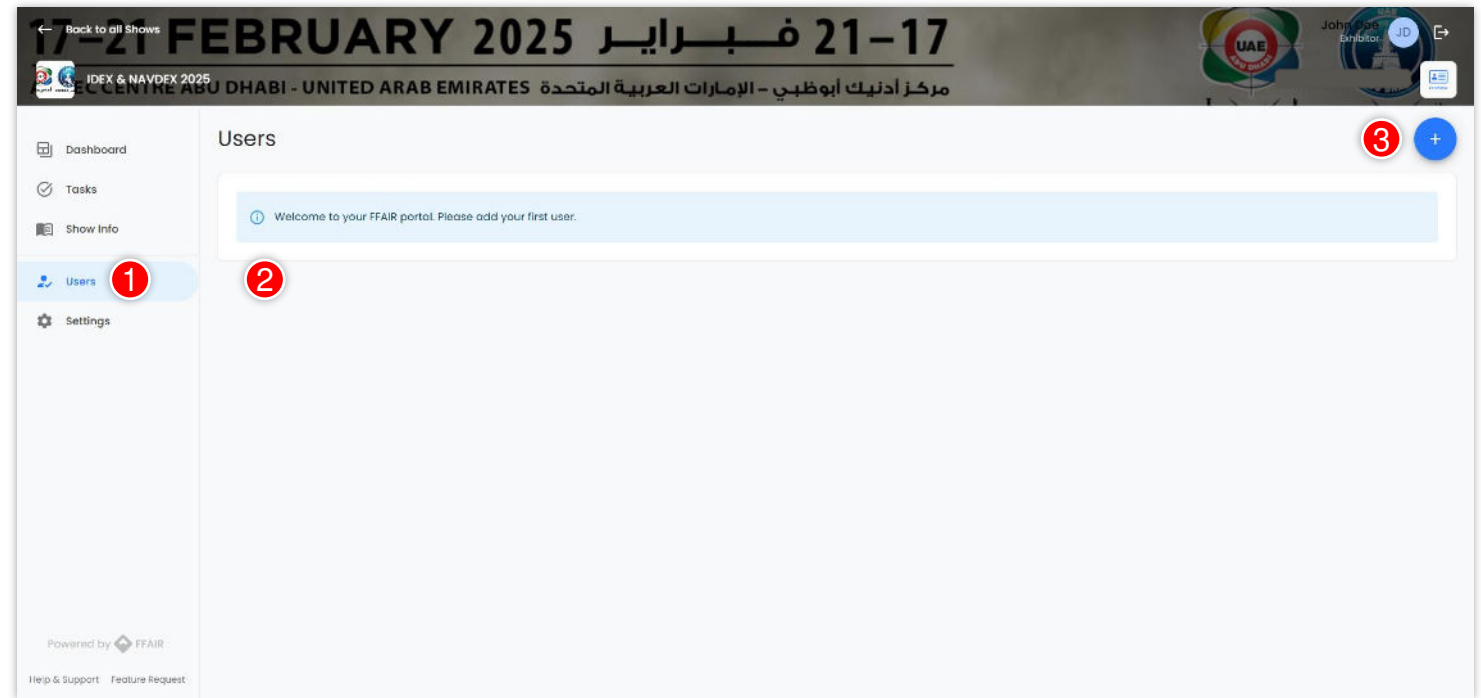
Version 24|209

EXHIBITOR PORTAL GUIDE



5. Users

1. Click on **Users** in the menu on the left-hand side.
2. Here, you will be able to view, add or remove users who have access to your company's account in the Exhibitor Portal.
3. Simply click the “+” icon to add a new user. You can specify if the user is a contractor.
4. Once added, the user will automatically receive an invitation by email from info@ffair.io to activate their profile.



Version 241209

EXHIBITOR PORTAL GUIDE



6. End User Certificate (EUC)

1. Click on Tasks
2. Find and click on “END USER CERTIFICATE – LOCAL & INTERNATIONAL EXHIBITORS”

The screenshot displays the Exhibitor Portal interface for the event '17-21 FEBRUARY 2025 فبراير 17-21' at the 'IDEX & NAVDEX 2025 EXHIBITION CENTRE ABU DHABI - UNITED ARAB EMIRATES'. The 'Tasks' section is active, showing a list of tasks to be completed. The 'Tasks' menu item in the left sidebar is highlighted with a red circle containing the number '1'. The 'END USER CERTIFICATE – LOCAL & INTERNATIONAL EXHIBITORS' task in the main list is highlighted with a red circle containing the number '2'. The task list includes items such as 'Exhibitor Participation Letter', 'Stand Plan Submission', 'Vehicle (Motor), Mobile Units, Helicopters and Aquatic Craft Exhibits', 'Visitor Invitation Letter', 'Official Stand Contractor', 'Freight Forwarder & Logistics Requirements', 'Exhibitor Order Forms - Venue Services & stand Requirements (Space Only)', 'END USER CERTIFICATE – LOCAL & INTERNATIONAL EXHIBITORS', 'Important Pre-Show, Post-Show Information & Traffic Plan', and 'Exhibitor Manual'. The interface also shows a user profile for 'John Doe' and 'Operations - Michael'.

Version 241209

EXHIBITOR PORTAL GUIDE



6. End User Certificate (EUC)

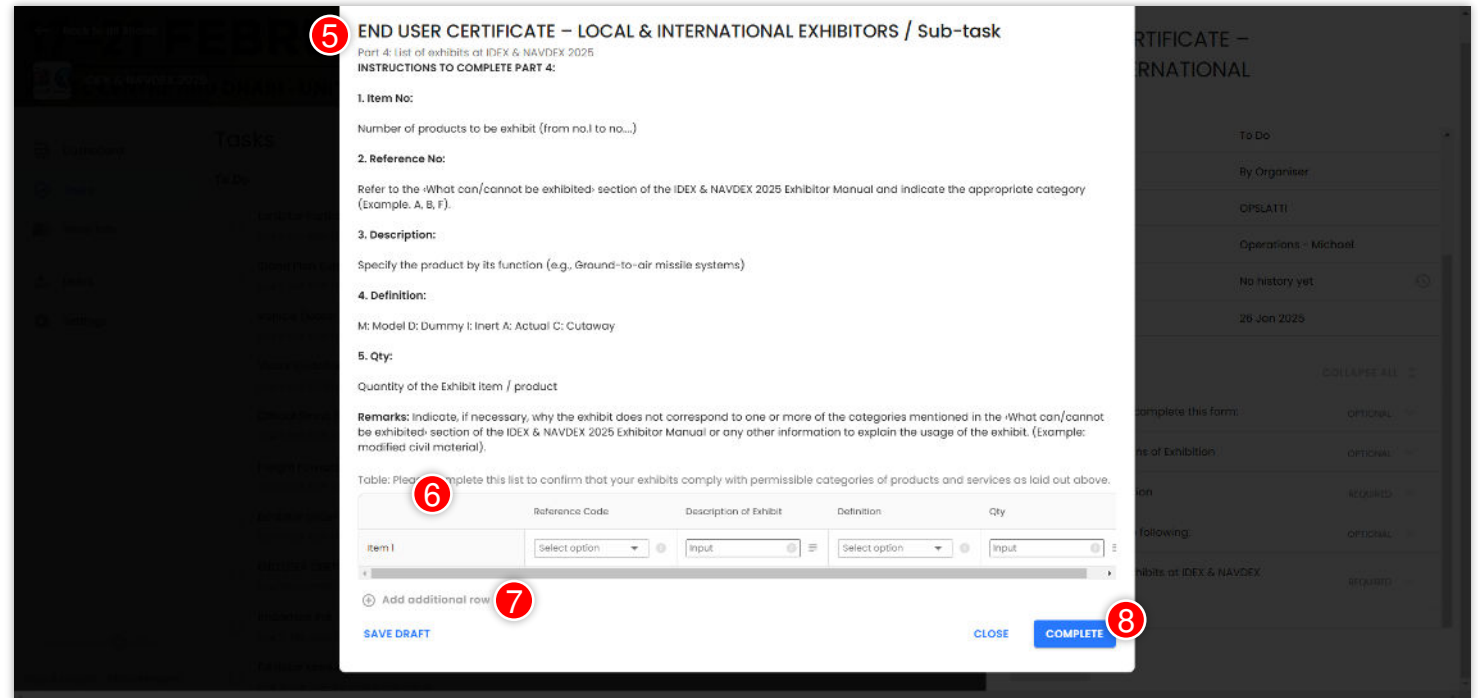
- 3. Review the instructions carefully
- 4. Complete each Sub-Task in order

The screenshot displays the exhibitor portal interface. On the left, a sidebar contains navigation options: Dashboard, Home, Show Info, Users, and Settings. The main area is titled 'Tasks' and lists various tasks with their due dates. The task 'END USER CERTIFICATE – LOCAL & INTERNATIONAL EXHIBITORS' is highlighted with a red circle labeled '4'. To the right of the task list, a detailed view of the 'END USER CERTIFICATE' form is shown. This form includes instructions, a status field (set to 'To Do'), an approval field (set to 'By Organiser'), a stand number (CPLATTI), an exhibitor name (Operations - Michael), and a history timeline (No history yet). The form also features a 'SUB-TASKS' section with four items: 'Instructions to complete this form' (OPTIONAL), 'Part 2: Conditions of Exhibition' (OPTIONAL), 'Part 3: Declaration' (REQUIRED), and 'Part 4: List of exhibits at IDEX & NAVDEX 2025' (REQUIRED). A 'SUBMIT' button is located at the bottom of the form. A red circle labeled '3' highlights the top section of the form containing instructions and a link to contact Noatum Logistics.

Version 241209

6. End User Certificate (EUC)

5. Sub-Task # 5 – completing the EUC Form with item list.
6. Complete the details for each item.
7. Add additional rows for additional items.
8. When all necessary items have been added, click on “Complete”.
9. You will receive an email with a link to download a copy of your completed EUC.
10. The EUC will also be shared with the Operations Team for review and approval.
11. If changes are required, you will be notified by email.



5 END USER CERTIFICATE – LOCAL & INTERNATIONAL EXHIBITORS / Sub-task

Part 4: List of exhibits at IDEX & NAVDEX 2025
INSTRUCTIONS TO COMPLETE PART 4:

1. Item No:
Number of products to be exhibit (from no.1 to no...)

2. Reference No:
Refer to the «What can/cannot be exhibited» section of the IDEX & NAVDEX 2025 Exhibitor Manual and indicate the appropriate category (Example. A, B, F).

3. Description:
Specify the product by its function (e.g., Ground-to-air missile systems)

4. Definition:
M: Model D: Dummy I: Inert A: Actual C: Cutaway

5. Qty:
Quantity of the Exhibit Item / product

Remarks: Indicate, if necessary, why the exhibit does not correspond to one or more of the categories mentioned in the «What can/cannot be exhibited» section of the IDEX & NAVDEX 2025 Exhibitor Manual or any other information to explain the usage of the exhibit. (Example: modified civil material).

Table: Please complete this list to confirm that your exhibits comply with permissible categories of products and services as laid out above.

Reference Code	Description of Exhibit	Definition	Qty
Item 1	Select option	input	Select option

6

7 Add additional row

8 COMPLETE

SAVE DRAFT CLOSE COMPLETE

THANK YOU



Contact us for assistance

Operations Team

Email

operations@idexuae.ae

Office Hours

Monday to Friday
9am to 4pm (GMT+4)

Official Providers

Venue Services



E: customer.services@adnec.ae
T: +971 2 406 3666

- ✓ Stand Cleaning
- ✓ Vehicle Access
- ✓ Entertainment Permits
- ✓ Parking Passes
- ✓ Telecoms Services and much more!

Official Contractor



E: idex.services@adnec.ae
T: +971 (0) 2 406 3666

- ✓ Stand building
- ✓ Audio visual
- ✓ Rigging
- ✓ Electrical requirements
- ✓ Signage and graphics and much more!

Official Caterer



E: sales@capitalhospitality.ae
T: +971 (0) 2 444 6900

- ✓ Custom menus
- ✓ Bespoke catering experience

Official Travel Agency



E: events.service@capitalexperience.ae

- ✓ Hotel Reservations (Click [HERE](#))
- ✓ Visa Services
- ✓ Car Transfers
- ✓ Excursions

Official Logistics Agent



E: fe.noatum@adports.ae

- ✓ Freight Forwarding
- ✓ Customs Clearance
- ✓ Onsite Handling (Forklifts, Cranes, Storage etc.)

Version 241209