



HOUSE RULES



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The following regulations are enforced during all events. **It is the responsibility of the event organizer to inform the attendees, exhibitors and service contractors of these regulations.**

Entering and Exiting Campus El Gouna

Only the main door is to be used for entry or exit of persons or equipment, unless there is a pre agreed arrangement with facility management.

Event set-up and preparation on Campus El Gouna

- Setup dates and schedule must be agreed upon between the working hours (9:00am to 5:00pm maximum), any over time will be charged to the event organizer.
- Set-up and building of event promotional material can only take place in the pre-approved spaces.
- Event floor plan, production schedules, and agenda are to be sent no later than two weeks prior to the setup of the event.
- Hanging of any type of signage or displays is strictly prohibited. Decorations, signs, banner, etc., may not be taped, nailed, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces or columns without prior written approval by facility management.
- Carpentry work or fresh paint can not be executed on campus events venues. A designated area could be arranged with prior approval from facility management.
- Adhesive-backed (stick-on vinyls) decals, advertisements or similar items may not be distributed or used at the facility. Items found hanging on prohibited structures will be removed at event organizer expense.
- Helium balloons are not permitted in any building.
- Equipment, goods, or products shall not be dragged along any venue floor.
- Any moving equipment (such as hand trucks and dollies) must be equipped with rubber wheels.
- Protective paper or plastic must be laid on the floor if there is any work to be done such as heavy assembly, florals, staging, gift assembly, etc.
- The only tape permitted to be used on the floor is painter's tape. Nails, tacks, pins, strong adhesives, and any other material that might damage the venue surfaces shall not be used without a prior written agreement by facility management.
- Pixie dust, glitter, confetti, etc., is not allowed on campus.
- All items, carpet / tape applied by exhibitors, organizers or their contract representatives will be removed by the organizer immediately following the event.
- Management reserves the right to assess a damages / cleanup fee.
- Furniture shall not be removed or moved within the various conference facilities without facility management approval.
- Items should not be stored in any facility without prior written approval from facility management, and venue security is not liable for stored items.
- Broken or faulty event material has to be returned with vendor and shall not be stored on campus.
- No door shall be blocked in any manner, unless previously agreed to by facility management.
- Make sure you come with your own workers to unload, carry, hang, assemble and disassemble your event material, as there is no facility staff available to help.

Smoking on Campus El Gouna

Campus El Gouna indoor facilities are designated smoke free spaces. Smoking is not permitted in any indoor area including walkways.

Food and Beverages

- Food and beverages are not permitted inside all campus venues. they are only to be served and consumed in the designated areas for the events.
- Events can not be catered to from outside suppliers without the prior written approval from facility management.
- In the case of external food or beverage being brought in through a provider that is not our official caterer, please note that you will not have access to any of our cafeteria kitchen appliances.
- Alcoholic beverages are not allowed at the facility without prior approval from facility management.

Audimax technical facilities administration and application

- If your event has any audio/visual, production, or staging components, a walk-through with Orascom IT team, the Audimax exclusive technical controllers, is required, and must be requested at least 30 days prior to the event.
- Control Room requires 48 hours testing and preparation with the event organizers before any event. Preparation schedule must be agreed upon in advance, and during working hours (9:00 am to 5:00pm), any over time will be charged to the event organizer.

El Gouna security permits

- A list of names (Supervisors, labor and drivers) with ID numbers and vehicle licenses should be submitted to enter and exit El Gouna (2 days prior to event start date).
- A list of equipment or machinery should be submitted to enter and exit El Gouna (2 days prior to event start date).

General Rules of Conduct

- Facility management retains the right to enforce all rules and regulations on public safety, egress, and any other emergency preventive measures, at any time during any event. Client and vendors must comply with such rules and regulations. Stairways, elevators, fire lanes, fire exits, emergency exits, and hallways and entrances must be kept clear, unlocked and unobstructed at all times.
- No motorized vehicles may be parked outside the main entrance, or any other area. There is a designated parking space. All VIP vehicles, must park after drop off at the designated campus parking.
- No group or individual may sell items on the property without prior written approval of the facility management.
- You are not allowed to sleep or take a nap anywhere inside Campus El Gouna
- Facility management and security have the right to deny visitors access to campus areas in case of (but not limited to) the following circumstances:
 - Theft
 - Trespassing in area's with restricted or no access
 - Vandalism
 - Not adhering to these house rules