

Events Rules and Regulations

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.**

- **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.
- Hanging of any type of signage, 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. No adhesive-backed (stick-on) decals, advertisements or similar items may be distributed or used at the facility. Items found hanging on prohibited structures will be removed at event organizer expense.
- No lighter - than - air (helium, etc.) balloons are permitted in any building. It is a violation to release lighter-than-air balloons into the atmosphere.
- All items, carpet / tape applied by exhibitors, organizers or their contract representatives will be removed by same immediately following the event.
- **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.
 - Hanging of any type of signage, 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. No adhesive-backed (stick-on) decals, advertisements or similar items may be distributed or used at the facility. Items found hanging on prohibited structures will be removed at owner's expense.
 - No door shall be blocked in any manner.
- **Audimax technical facilities administration and application**
 - 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.
 - Should there be multiple presentations and interactive Audio/Visual used during the event then 72 Hours before is advised.
 - Preparations dates can be agreed upon in case of consecutive events schedule.
- **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).
 - No carpentry work or fresh paint and could be executed on campus events venues. A designated area could be arranged with prior approval from facility management.
- **Food and Beverage**
 - No food or beverage is permitted inside the AudiMax and other campus events venues. It is only served and consumed in the designated areas for the events.
 - No food or beverage can be served or catered for the organization or their exhibitors from outside suppliers without the prior written approval from facility management.
 - No alcoholic beverages are allowed at the facility without prior approval from facility management.

- No furniture shall be removed and shall not be moved within the various conference facilities without facility management approval.
- 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.
- No show materials, equipment, or printed materials shall be stored in any facility without prior written approval from facility management.