



مركز دبي التجاري العالمي  
DUBAI WORLD TRADE CENTRE

Communication Pack

## Temporary Pass , DMS and VAPP Process

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Version 4 | issued on 11 October 2021



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# Organizers, Exhibitors, Speakers, Performers, Temporary Staff, Contractors and Volunteers Accreditation Process

## GENERAL NOTES

1. The Organizer completes the QR code Temporary Pass Form (Bulk Upload Template) for all workforce (Organizers, Exhibitors, Speakers, Performers, Temporary Staff, Contractors and Volunteers) working on the event and returns it into a single zip folder to the DEC Accreditation Team ([DECAccreditationTeam@dwtc.com](mailto:DECAccreditationTeam@dwtc.com)) at the early stage of the event planning phase and no later than 7 calendar days prior to the workforce's arrival on site.
2. The validity of the badge is as per Event tenancy.
3. The QR code will be sent to the email company that has been provided in the Bulk Form.
4. The main contractor is responsible to consolidate the list of their sub-contractor as we will follow and cross check accordingly, other than that **will NOT be accepted**.
5. Sending a request via email must follow this subject: **DEC\_EVENT\_ACR\_CompanyName** in order to identify the sender and apply for the temporary pass.



# STEP 1 - Submitting Application for Temporary Pass Form

## BULK UPLOAD

All necessary fields in the Bulk Upload Template must be completed correctly. The following guidelines will assist you in ensuring the files are completed accurately including the Bulk Upload Template, the photos and the passport scanned copies.

No.	First Name *	Last Name	Gender*	Nationality *	Date Of Birth *	Contact Number *	Email *	Company Name *	Visit Date From *	Visit Date To *	EID Number *	Passport Number	Visitor Photo
	Enter the <b>First Name</b> as shown on the identity document. <b>MANDATORY</b>	Enter the <b>Last Name</b> as shown on the identity document. <b>MANDATORY</b>	Select the applicant's Gender: Male or Female (select from dropdown) <b>MANDATORY</b>	The nationality entered in the Bulk Template must match the Emirates ID. Failure to do so will delay the processing. <b>MANDATORY</b>	Enter the Date of Birth in the format dd/mm/yyyy <b>MANDATORY</b>	Select the Country Code: (e.g. UNITED ARAB EMIRATES (+971)) <b>MANDATORY</b>	Receiving the QR code will be through the giving email <b>MANDATORY</b>	<b>MANDATORY</b>			Make sure the Emirates ID fields are correctly completed. It should have 15 digits <b>MANDATORY</b>	passport number are exactly as they are in the passport <b>MANDATORY</b>	Photo file formats can be: .jpeg, .jpg, .png -> <b>firstname_lastname_photo.jpg</b> <b>MANDATORY</b>
1													
2													
3													
4													
5													
6													
7													

1. Enter all of the mandatory information using English letters only
2. Use the correct file names. Please refer to the example within the *Bulk Form for photos and passport scanned copies*
3. When saving scanned photos and passports, file names must match what is in the Bulk Upload Template.
4. Use the following date of birth format: DD/MM/YYYY
5. Make sure the Make sure the Emirates ID fields are correctly completed. It should have 15 digits and should not contain any special characters including spaces, dashes or hyphens.
6. passport number are exactly as they are in the passport.
7. Confirm that the scanned passport matches the information in the Bulk Upload Template.

**Note:** Once the file has been completed, SAVE the Bulk Upload Template in a separate folder along with all of the scanned photos and passports.

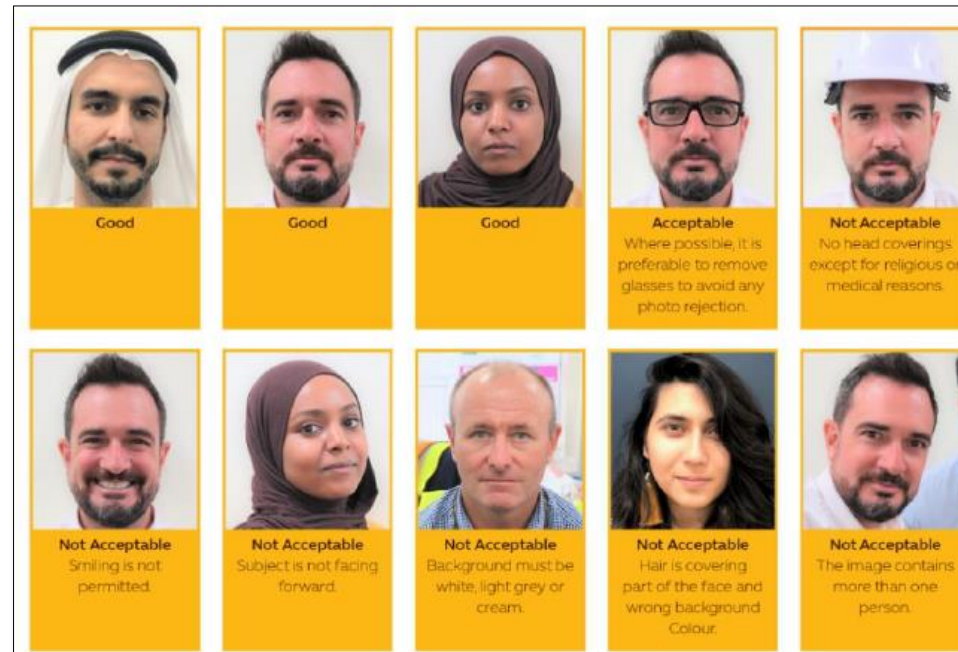
# STEP 1 - Submitting Application for Temporary Pass Form

## PHOTO REQUIREMENTS

Standards of acceptable photos:

1. Photo file formats can be: .jpeg, .jpg, .png. : **firstname\_lastname\_photo.jpg**

**Note:** The photo must be full face, with light color background and neutral facial expression. Please remove head coverings except for religious or medical reasons. Ensure eyes are not obstructed by glasses. Photos taken on mobile devices are acceptable as long as they meet the photo specifications. Acceptable formats are .jpg and .png and a maximum of 4mb file size.



# STEP 1 - Submitting Application for Accreditation Pass

## IDENTIFICATION DOCUMENTS

**UAE citizens and residents including UAE nationals, GCC nationals and expatriate residents**

1. Each application must be supported by an identity document like an Emirates ID as the identification. The Emirates ID number and expiry date must be entered into the Bulk Upload Template.

2. Make sure the Emirates ID field is correctly completed. It should have 15 digits and should not contain any special characters including spaces, dashes or hyphens.

**Note:** The nationality entered in the Bulk Template must match the Emirates ID. Failure to do so will delay the processing of the application for Accreditation.



**Non UAE Residents: A passport is the only acceptable form of identification**

1. For applicants using a passport, a scanned copy of the passport biographical information page is necessary. Acceptable file formats are: .jpeg, .jpg, .png, and .pdf.

2. The file name entered into the Bulk Upload Template should be in the following format:

**firstname\_lastname\_passport.jpg.**




3. Make sure the passport number as they are in the passport.

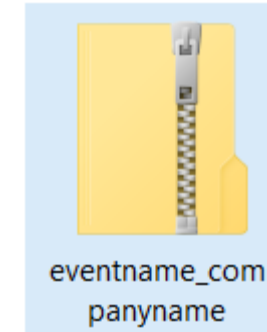
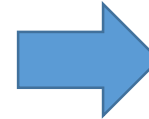
4. Confirm that the scanned passport matches the information in the Bulk Upload Template.

## STEP 2 - Submitting Application for Accreditation Pass

### COMPRESS THE FILE IN A ZIP FOLDER

1. After checking for accuracy, **the Bulk Upload Template, scanned photos and passports (where applicable)** must be saved into a single zip folder with no sub-folders.
2. When saving the scanned passports and photos, the file format should not be used as it is already a part of the file name. Refer to the below as an example.
3. Only 4mb files are accepted to process the accreditation. It should be sent through email (no wetransfer).
4. The Responsible Organization (RO) will fill the Bulk Upload Template Excel spreadsheet with all the necessary fields required and send it to [DECAccreditationTeam@dwtc.com](mailto:DECAccreditationTeam@dwtc.com)

 mohamed_yasir_passport	1/26/2020 5:13 PM	JPG File	654 KB
 Contact_Bulk_Upload_Template-GA_ACR...	9/5/2021 3:56 PM	Microsoft Excel W...	3,683 KB
 mohamed_yasir_photo	2/1/2021 11:59 AM	JPG File	7,644 KB



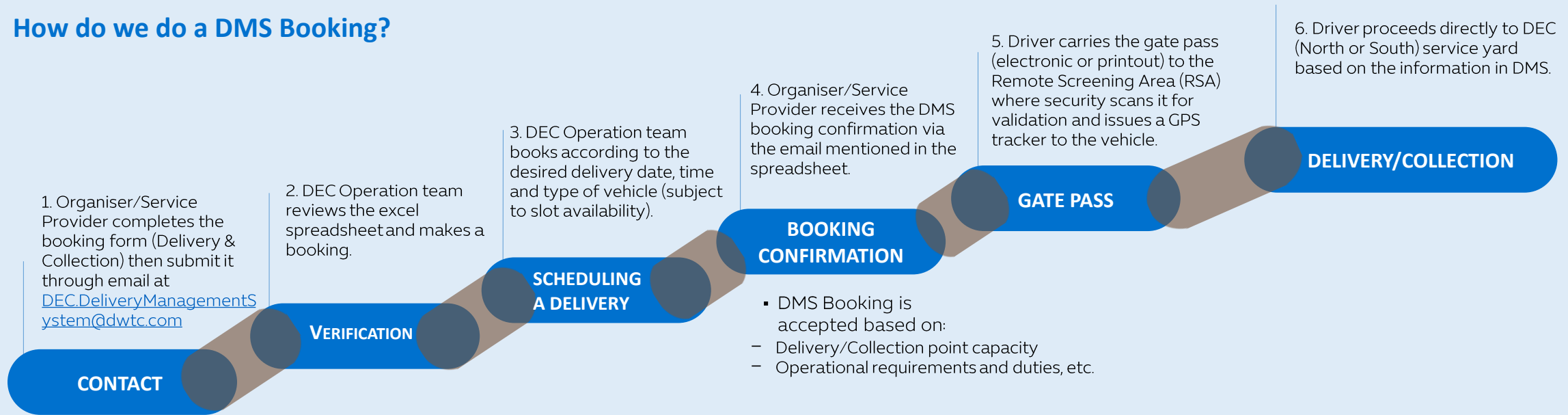
example_lastname_photo	Type: JPG File Dimensions: 768 x 1024
firstname_example_photo	Type: JPG File Dimensions: 768 x 1024
firstname_lastname_photo	Type: JPG File Dimensions: 768 x 1024

example_lastname_passport	Type: JPG File Dimensions: 1154 x 691
firstname_example_pasport	Type: JPG File Dimensions: 1154 x 691
firstname_lastname_passport	Type: JPG File Dimensions: 1154 x 691

# Delivery Management System (DMS)

DMS is a centralized online scheduling system utilized by Organizers, Service Providers and Contractors and Internal DEC departments that regulates the flow of all vehicles carrying goods and vehicles performing services (such as stand builds, event logistics, maintenance) entering the DEC North and South service yards.

## How do we do a DMS Booking?



## When can I book a delivery/collection?

Early booking recommended to get your desired time slot(s). If the slot is not available you will be given the next available slot.

## Where will I receive my Gate Pass?

You will receive a soft copy of the Gate Pass on the registered email.



# DMS Process

## DOCUMENTATION REQUIRED:

1. Updated copy of Vehicle Registration (Mulkiya) Front & Back in JPG file (separately) **Mandatory\***
2. DMS Template with Complete details as required by the DMS Portal (see below) **Mandatory\***
3. To complete the below sample details in order to avoid rejection of your deliveries for Delivery (Buildup) and Collection for (Tear down).

SR. NO.	DATE	ZONES	DELIVERY/ PICK UP LOCATION	VEHICLE TYPE	DELIVERY TIME	RECURRING DATE	TYPE OF MOVEMENT	COMPANY NAME	COMPANY SCHEDULER	CONTACT NUMBER	COMPANY EMAIL ADDRESS	DRIVER'S NAME	EMIRATES	VEHICLE PLATE CODE	VEHICLE PLATE NUMBER	VEHICLE MAKE	VEHICLE MODEL	VEHICLE YEAR	VEHICLE LICENSE EXPIRATION	MATERIAL DESCRIPTION
1	9/28/2021	Expo Site General Delivery	DEC-South	3T truck	8:00	10/3/2021	Delivery	GT EXHIBITIONS	Jihad Khoury	506262036	<a href="mailto:jihadkhoury@gtexhibitions.com">jihadkhoury@gtexhibitions.com</a>	Bhim Prasad Poudel	Dubai	J	98603	MITSUBISHI	CANTER	2008	12/28/2021	Construction Material

4. As soon as you send the updated DMS Template, send it to this email [DEC.DeliveryManagementSystem@dwtc.com](mailto:DEC.DeliveryManagementSystem@dwtc.com)

The subject of your email would be like this for easy tracing of your booking:

- Subj: Event name-COMPANY NAME – DMS i.e. **Event Name-DEC-DMS**

**Note:** -All drivers and passengers must be accredited before arriving and display an official and valid **VAPP** on the dashboard of the vehicle.

# GUIDELINES For Service Yard access

## THE FOLLOWING RESTRICTIONS APPLY:

1. Between **09:00 hrs and 21:00 hrs**, 40ft articulated lorries and 6 wheels trucks will **NOT** be permitted to enter the site (only pickups and 3.5T-13.5T trucks will be permitted).
2. Please note that at any time, access can be stopped without prior notice by the authorities.
3. Expo 2020 regulations stipulate that you arrive no more than 15 minutes in advance and no later than 15 minutes after your assigned slot.
4. Ensure prior arriving that your 3 mandatory passes area available (Personal accreditation, DMS booking & VAPP).
5. Ensure that the drivers have the location maps of where they need to go.
6. If they have missed the slot booked for their delivery/pick-up, they need to go to the RSA holding area DEC desk (Security cabin).
7. Assigned timing for each vehicle type to off load in the service yard are:

Vehicle Type	Off-Load Time Limit
40ft and above vehicle	1 hour
3.5T -13.5T vehicles	45 minutes
Pick-ups and small vehicles	30 minutes

**Note:** Vehicles will not be permitted to stay longer than the above time limit.

# DMS Restrictions

If any deliveries are required in both the South and the North service yards, a separate vehicle and DMS is required.

If multiple slots booked are **not utilised** by the company:

- The first offence will be a warning letter issued to the company.
- The second offence will be for the company to be potentially banned or restrictions may be applied.

To avoid warnings, bookings that are not used should be cancelled immediately by notifying us by email to [DEC.DeliveryManagementSystem@dwtc.com](mailto:DEC.DeliveryManagementSystem@dwtc.com)

**Note:** The DMS booking is valid only for one day, the pass is not transferable and cannot be shared with another vehicle.

# Vehicle Access and Parking Permit (VAPP)

VAPP is a control mechanism to regulate vehicle access to the EXPO 2020 secure site and/or restricted zones. VAPP is the equivalent of an accreditation for vehicles defining the access and/or parking privileges of each vehicle.

VAPP ensures the efficient control and monitoring of all vehicle access and traffic flow to EXPO 2020 secure site.

## GUIDELINES

There are 2 kinds of VAPPs that contractors may get: A Day Pass or a Season Pass.

- The **Day Pass** is valid for one day only and must be collected before arrival at the EXPO 2020 Remote Screening Area (RSA).
- The **Season Pass** is for delivery/service vehicles with a validity throughout the event and can be used by contractors delivering goods or providing services to support the event time operations. This pass can be collected from 2 locations: The first location is from the RSA and the second location is at the DEC desk at the Expo Accreditation Centre, located at the entrance of the 2020 Arrival Plaza, below the EXPO 2020 Dubai metro station.



# Vehicle Access and Parking Permit (VAPP)

In accordance with the Delivery Access Protocols, vehicles must comply with three main components to access the EXPO 2020 secure site:

- Display an official and valid VAPP on the dashboard of the vehicle.
- Have a valid DMS booking.
- Have an accredited driver and passenger(s).

**Note:** The VAPP type is applicable to heavy vehicles, cargo vans and pick-up trucks.

This VAPP must NOT be used for passenger vehicles.

## VAPP samples



# Vehicle Arrival Process Flow



Journey start HERE @ **RSA** for screening the following:

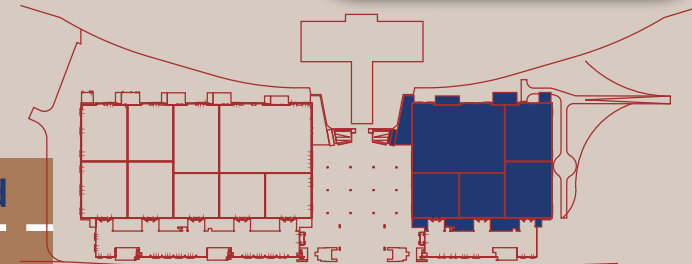
1. Driver & Passenger Accreditation
2. Valid DMS booking
3. Display valid (infinity/one day pass) VAPP on the dashboard of Vehicle.
4. Access to North service through VSA1 or South service yard through VSA4

**RSA** Remote Screening Area  
**VSA** Vehicle Screening Area  
**VCP** Vehicle Check Point  
— Route to VSA 1  
— Route to VSA 4  
→ Access Route to Boulevard 2020  
--- Restricted Perimeter

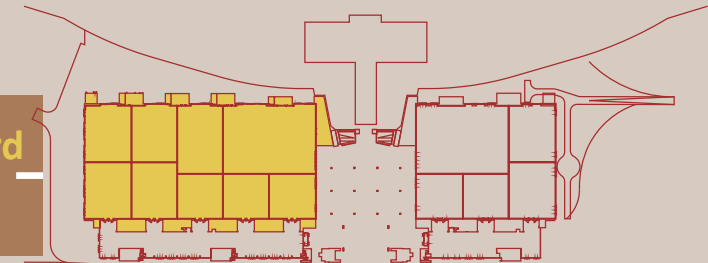


SCAN QR CODE OR TYPE URL  
BELOW TO GET DIRECTIONS  
[https://tphub.com/expo2020\\_RSA](https://tphub.com/expo2020_RSA)

VSA 1 to DEC North Service Yard



VSA 4 to DEC South Service Yard



# Contractors Lay Bay



For Vehicles above 14 seaters.  
12-20min the maximum drop off Pick up period of time.

RSA

Remote Screening Area

VSA

Vehicle Screening Area

VCP

Vehicle Check Point

—

Route to VSA 1

—

Route to VSA 4

→

Access Route to Boulevard 2020

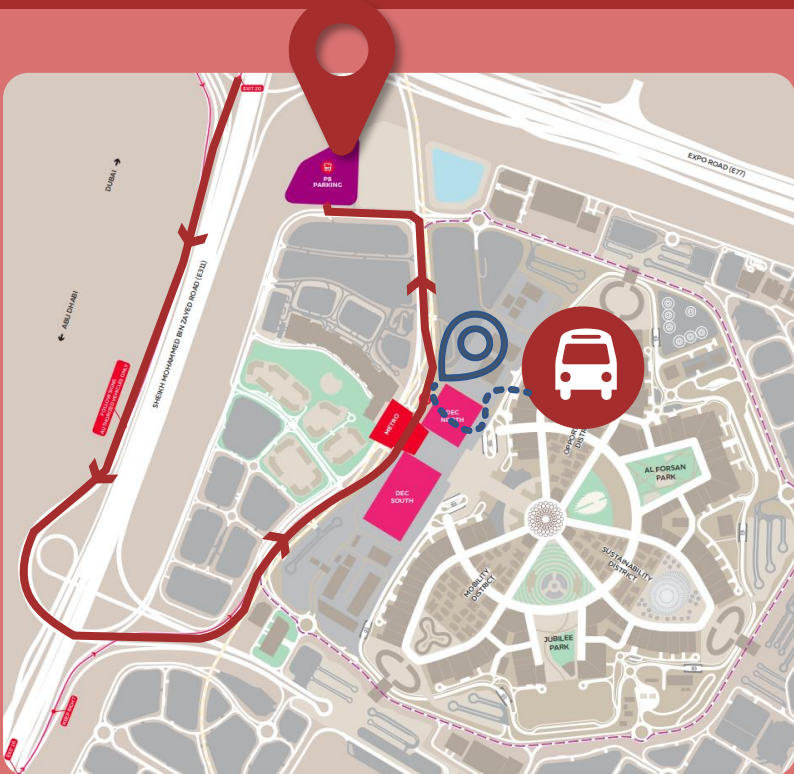
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Restricted Perimeter

SCAN QR CODE OR TYPE URL BELOW TO GET DIRECTIONS

[https://tphub.com/expo2020\\_RSA](https://tphub.com/expo2020_RSA)

# P8 WORKFORCE PARKING



Organizer's workforce and contractors (Accredits) coming by cars/light vehicles. A shuttle bus 24/7 from the parking to the lay by under the metro.

يرجى مسح رمز الاستجابة السريعة أو إدراج الرابط أدناه في متصفح الإنترنت للحصول على خريطة لتوجيه إلى مواقف السيارات

scan QR CODE or type url below to get directions.

[https://tphub.com/expo2020\\_P8](https://tphub.com/expo2020_P8)

P8 Parking Shuttle

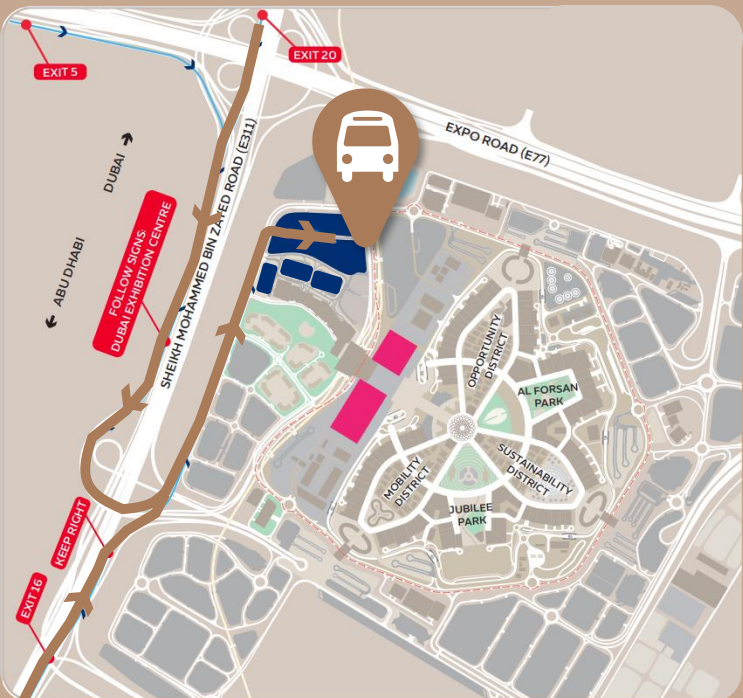
Dubai Exhibition Center

→ Cars / Light Vehicles (Under 14 seats)

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Restricted Area

# DEC VISITOR PARKING



Visitors car parking

يرجى مسح رمز الاستجابة السريعة أو إدراج الرابط أدناه في متصفح الإنترنت للحصول على خريطة لتوجيه إلى مواقف السيارات

scan QR CODE or type url below to get directions.

[https://tphub.com/expo2020\\_DEC](https://tphub.com/expo2020_DEC)

Dubai Exhibition Centre

Dubai Exhibition Centre Parking

→ Access Route

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Restricted Perimeter



# THANK YOU



مركز دبي التجاري العالمي  
DUBAI WORLD TRADE CENTRE