

TRENCHLESS MIDDLE EAST 2025 - EXHIBITOR MANUAL

DATE

Tuesday 11 and Wednesday 12 November 2025

VENUE

[Jeddah Hilton](#)

North Corniche Road PO Box 128428, Jeddah, 21362, Saudi Arabia

PARKING

- **Self-parking:** Complimentary On-site
- **Valet parking:** 20.00 Riyals

ORGANISERS

Please contact the organisers for any information concerning the Trenchless Middle East event:

WESTRADE GROUP LTD

Carotino House, Rickmansworth, Hertfordshire, WD3 1ED

T: +44 (0)1923 723 990

E: tdorrell@westrade.co.uk

E: kboi@westrade.co.uk W: www.trenchlessmiddleeast.com

PAYMENT

The rent of stand space contracted by exhibitors is payable to the organisers upon receipt of the space offer. In all cases space costs **MUST** be paid for prior to the opening of the exhibitions.

EXHIBITION FORMAT

SPACE ONLY DISPLAYS

Exhibitors are supplied with a 3m x 2.5m 'space only' area and are therefore required to provide their own free-standing display panels or pull up banners.

FURNITURE

One 6ft trestle table and 2 chairs will be provided for each stand space.

POWER SUPPLY

Exhibitors will have access to a power supply. One standard socket provided per stand (suitable for a laptop or phone charger) – for any additional requirements please contact our local agent: Majdi Bakhsh at Jeddah Vision - majdi@jeddah-vision.com

ADDITIONAL STAND REQUIREMENTS

If you need any assistance with additional stand requirements, shell scheme, printing or graphics please contact our local agent:

Majdi Bakhsh at Jeddah Vision - majdi@jeddah-vision.com

DILAPIDATIONS

Exhibitors are responsible for any damage caused by their staff or contractors to the fabric of the building and/or carpet. In addition, should any damage be caused or repairs necessary through electrical supplies, the resultant costs will be passed to the exhibitors responsible.

INSTALLATION TIMETABLE

Build-Up: 10 November:	9.00 – 20.00
Break-Down: 12 November:	17.00 – 20.00

Exhibitors are requested to clear the exhibition facilities as quickly as possible after the close of the event. All exhibits need to be completely removed by 20.00.

LIVE EVENT TIMINGS

TUESDAY 11 NOVEMBER

Registration open	09:00
Conference welcome address	10:00
Networking reception	17:00

WEDNESDAY 12 NOVEMBER

Registration open	09:00
Conference open	10:00
Conference close	16:30

CONFERENCE

Our conference programme is live on our [website](#), you are welcome to join our conference sessions.

VISITOR PROMOTION

In addition to the organisers' own efforts, exhibitors are encouraged to conduct their own promotion campaigns to attract visitors.

CATERING

Exhibitors participation costs include catering for two personnel per stand. Catering includes morning coffee, buffet lunch and refreshments.



SHOW GUIDE

We will be producing a printed show guide for the event. Please can you ensure you complete your **exhibitor online profile** immediately via the link sent to you from our mapD system. If you have not done this and need assistance – please email kboi@westrade.co.uk

THIS MUST BE COMPLETED FOR ALL EXHIBITORS BY FRIDAY 12 SEPTEMBER.

EXHIBITOR BADGES

Please register all exhibition stand staff via the link below – **ALL EXHIBITORS MUST BE REGISTERED IN ADVANCE OF THE EVENT - BY FRIDAY 17 OCTOBER** – name badges will be collected onsite at the registration desk.

EXHIBITOR BADGE REGISTRATION

ACCOMODATION

Westrade have negotiated rates at the Jeddah Hilton – please use this link to book your hotel rooms. [**WESTRADE HOTEL BOOKING LINK**](#)

For any queries on dates outside of the live event dates please contact:

Ahlam Abdullah

Assistant Sales Manager | Groups, Meetings & Events

ahlam.abdullah@hilton.com

t: +966 92 000 3800 x 3355 **m:** +966 53 314 9000

VISAS

Please ensure you look into your specific country requirements for travel to Saudi Arabia and seek assistance from an expert in your county should you require assistance.

HOTEL DELIVERIES

Please make sure any materials being delivered are marked with this Shipping information:

Please clearly label your deliveries with the details below:

Please store for Trenchless Conference, 10-12 Nov 2025

Jeddah Hilton Hotel

North Corniche Road

PO Box 128428

Jeddah 21362

Email: JEDHI_CB@hilton.com

Tel# 920003800 x 3355

PLEASE MAKE SURE THAT ALL CUSTOM CHARGES ARE SETTLED IN ADVANCE.



DELIVERIES OUTSIDE OF KSA

For advice on shipping of any equipment please contact the relevant DSV representative below

Country	Contact Person	E-mail
China	Mr. Vincent Jiang	vincent.jiang@dsv.com
Italy	Ms. Mirella Giardina	mirella.giardina@dsv.com
Lithuania	Ms. Malgorzata Zandecka	malgorzata.ewa.zandecka@dsv.com
United Kingdom	Ms. Malgorzata Zandecka	malgorzata.ewa.zandecka@dsv.com
Singapore	Ms. Maybelline Oun	maybelline.oun@dsv.com
Germany	Mr. Volker Baumann	volker.baumann@dsv.com
India	Mr. Umesh Vaishya	umesh.vaishya@dsv.com
Spain	Ms. Belina Flores	belina.flores.sierra@dsv.com
Belgium	Ms. Malgorzata Zandecka	malgorzata.ewa.zandecka@dsv.com
Netherlands	Ms. Malgorzata Zandecka	malgorzata.ewa.zandecka@dsv.com

LOADING INFORMATION:

Loading to take place via the loading bay from the receiving area of the hotel into the ballroom.

Any large items unable to be loaded into the hall need to be taken across the main lobby of the hotel only after midnight

Exhibitors that need to use the loading bay for deliveries please note:

Loading bay door measurements:

Height 2.3m

Width 2.8m

HEAVY EQUIPMENT

Max weight capacity of the loading bay elevator of 500kg

Hydraulic lifters need to be provided by the delivery company.

Ballroom carpet to be first protected by thick nylon/carpet before bringing in any setup material

EXHIBITOR FORMS

Please follow this link below to complete the relevant **Exhibitor Forms** on our website.

EXHIBITOR FORMS

We hope this answers all of your questions about the event – but please do not hesitate to contact us if you have any remaining queries.

Trevor Dorrell tdorrell@westrade.co.uk

Kathryn Boi kboi@westrade.co.uk

Paul Harwood pharwood@westrade.co.uk