



Login

Username :

Password :



Exhibitor Access Pass Guide

Version 02 | January 2026

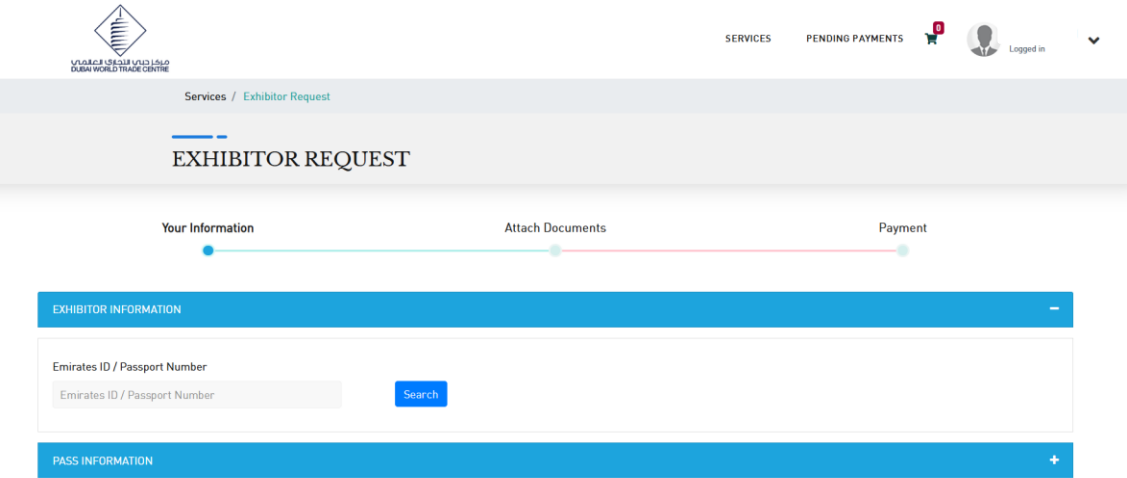
- It is mandatory to obtain access passes along with your Exhibitor badge per venue to enter the venue during build-up activities to view your stand.
 - Exhibitors who need to enter the halls to carry out stand construction or troubleshooting activities must obtain a contractor pass via the Contractor+ Portal
 - Access Pass registration is subject to review and approval by Venue Infrastructure - Quality and Control team.
 - Once a pass has been purchased and issued, it cannot be amended, cancelled, reassigned or refunded.
 - Passes are venue-specific. Select and purchase the pass according to your designated location and operational requirements.
 - A violation fee of AED 500 will be imposed for using an expired, invalid or counterfeit pass if involved in any kind of build-up or tear-down activity.
 - High-visibility vests and safety shoes are mandatory at all times to access the halls during build-up and tear-down.
- **Exhibitor access schedule on the last day of build:**
- For events with two or more build-up days: access from 14:00 hrs
 - For events with one build-up day: access from 20:00 hrs

*If access is revoked, the DWTC Health & Safety team issues access updates every two hours. During this period, exhibitors may access the hall(s) provided they wear high visibility vests and safety shoes.

PROCESS WORKFLOW



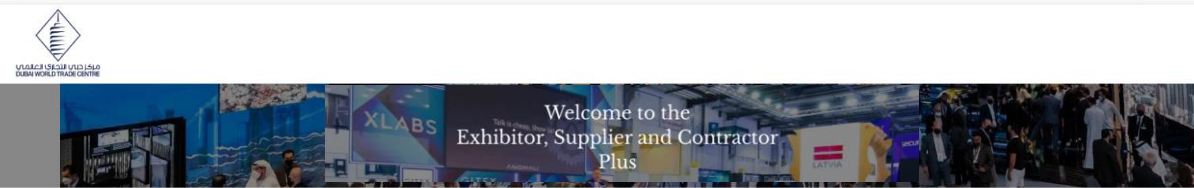
Portal View



The portal view shows the 'EXHIBITOR REQUEST' section. It includes a progress bar with three steps: 'Your Information', 'Attach Documents', and 'Payment'. Below the progress bar, there are two main sections: 'EXHIBITOR INFORMATION' and 'PASS INFORMATION'. The 'EXHIBITOR INFORMATION' section contains a form for 'Emirates ID / Passport Number' with a search button. The 'PASS INFORMATION' section is currently empty.

DIGITAL PASS SAMPLE





Sign in with your email

Email Address

Password

☐ Remember me [Forgot Password?](#)

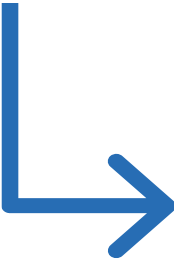
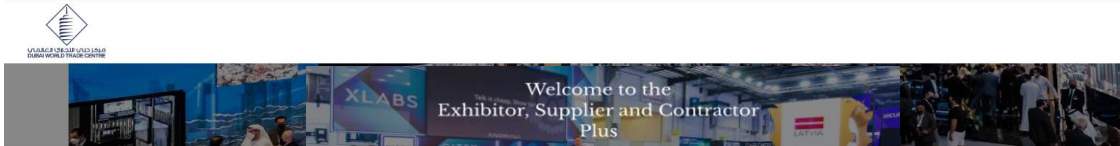
Login

If you don't have an account, [Register](#)

Sign in with your Corporate / Social account

 Company / Corporate Account

 Google



Please provide the following details.

Email Address *

Send verification code

New Password *

Confirm New Password *

Title *

First Name *

Last Name *


Mobile *

Select Country *



City *

Address *

Create



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

SERVICESPENDING PAYMENTS**Fatma Ahmad**
Logged in

Services / Exhibitor Request

EXHIBITOR REQUEST

Your Information

Attach Documents

Payment


EXHIBITOR INFORMATION

Emirates ID / Passport Number

Search

PASS INFORMATION

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1. Fill the EID/ Passport number



Exhibitor Information and Pass Information

2. Complete filling the below fields:

Services / Exhibitor Request / Staff

Your Information Attach Documents Payment

STAFF INFORMATION

Emirates ID / Passport Number
9710123456789123 [Search](#)

Add new staff member

PERSONAL

Title * Mr. First Name * John Last Name * Doe

Gender * Male Email john.doe@example.com Mobile 971550000000

Skill * MEP Manager Additional Skills MEP Supervisor x Site Engineer x

Residence Type UAE

IDENTITY

Nationality * Austria Emirates ID * 9710123456789123

Emirates ID Exp Date * 20-06-2026 Emirates ID Issue Date 21-06-2023

Date of Birth 11-06-1999

Click here to change the Resident Type

Services / Exhibitor Request / Staff

Your Information Attach Documents Payment

STAFF INFORMATION

PASS INFORMATION

Staff * Test User Company Name * Test Company Company Email Address * john.doe@example.com

Company Representative * John Doe Company Contact Number * 9712020292929 Event Name * UAE International Dental Conference and Arab Dentz

Stand Name * Stand 01 Stand Number * ST-01 Stand Type Shell Scheme

Pass Start Date * 31-01-2026 Pass Start Time * 08:00 AM Pass End Date 01-02-2026

Pass End Time 08:00 AM Exhibitor Badge Number 0011223344


Additional Events Arab Health Exhibition & Congress

Save



Complete filling the pass information

Required Document - UAE Residents

4. Filling the required documents is mandatory to proceed with the pass issuance based on resident type: UAE residents :Required documents: Emirates ID (front and back) and a profile photo with a white background.



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SERVICESPENDING PAYMENTSLogged in

Services / Exhibitor Request / Documents

ATTACH DOCUMENTS

Your Information

Attach Documents

Payment

UPLOAD ATTACHMENTS

Exhibitor Badge (PDF/Image) *

Profile Photo*

National ID Front *

DRAG AND DROP A FILE OR SELECT FILE

DRAG AND DROP A FILE OR SELECT FILE

DRAG AND DROP A FILE OR SELECT FILE

National ID Back *

DRAG AND DROP A FILE OR SELECT FILE


Please upload a passport size profile photo in JPEG/JPG format with a white background.


Save

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Required Documents - Non-Residents

4. Filling the required documents is mandatory to proceed with the pass issuance based on resident type: Non-residents Required documents: Waiver of liability letter, profile photo with a white background, passport copy, and Insurance document.



SERVICESPENDING PAYMENTS0Logged in

Services / Exhibitor Request / Documents

ATTACH DOCUMENTS

Your Information

Attach Documents

Payment

UPLOAD ATTACHMENTS+

<div>Exhibitor Badge (PDF/Image) *</div> <div>DRAG AND DROP A FILE OR SELECT FILE</div>	<div>Profile Photo*</div> <div>DRAG AND DROP A FILE OR SELECT FILE</div> <div>Please upload a passport size profile photo in JPEG/JPG format with a white background.</div>	<div>Passport *</div> <div>DRAG AND DROP A FILE OR SELECT FILE</div>
<div>Insurance Letter *</div> <div>DRAG AND DROP A FILE OR SELECT FILE</div>	<div>Waiver Liability Letter *</div> <div>DRAG AND DROP A FILE OR SELECT FILE</div> <div>Download Waiver Liability Sample Format</div>	

Save

Proceed with Payment

5. Proceed to the Payment page
- Access pass fees is AED 30 and validity is one day pass.
 - Once the Payment is done it will be subject for approval by Venue Infrastructure Accreditation Team

<

Hi,
Pay Dubai World Trade Centre AED 30.00

☒ Card

Cardholder name
Jordan Smith

Card number
1234 1234 1234 1234

Expiry date
MM/YY

Security code
CVV

☐ Google Pay

Pay AED 30.00

Secure payment solution
Checkout.com

Summary	
Exhibitor Access Pass Quantity 1 • AED 30.00 each	AED 30.00
Total order amount	AED 30.00



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DUBAI WORLD TRADE CENTRE

SERVICES PENDING PAYMENTS Logged in

ORDER CONFIRMATION
CBO-0000001248

PAYMENT INFORMATION

Payment Successful


Thank you, your payment with reference CBO-0000001248 has been received.

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SELECT SERVICES

6. You can view the pass status by clicking on Services to view the pass status dashboard





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SERVICES

PENDING PAYMENTS






Logged in



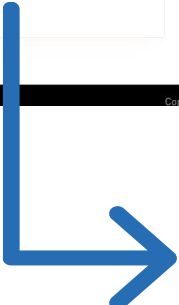
SERVICES


Exhibitor Services



Exhibitor Access Passes

View the Access pass status







مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

SERVICES

PENDING PAYMENTS





Logged in

Services / Badges

PASS STATUS

ASSIGNED BADGES

Effortlessly track and manage allocated badges for your Staff on this page, ensuring a smooth and organized experience

ACCESS PASS	STAFF NAME	EVENT NAME	START DATE	END DATE	STATUS	E-PASS	ACTION
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For more information, please reach out to us at:

AccreditationLiaison@dwtc.com

DWTC: 04 306 4816

DEC: 04 899 7003

THANK YOU