

Exhibitor Access Pass Guide

Version 02 | January 2026

Policy for Exhibitor Access Passes

- 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.

Exhibitor Pass Access Overview

PROCESS WORKFLOW



Portal View

Services / Exhibitor Request

EXHIBITOR REQUEST

Your Information Attach Documents Payment

EXHIBITOR INFORMATION

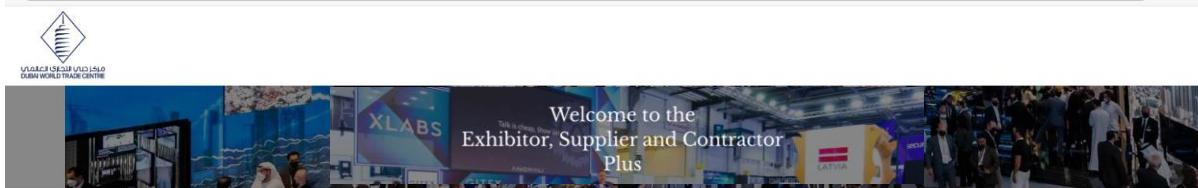
Emirates ID / Passport Number Search

PASS INFORMATION +

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DIGITAL PASS SAMPLE





Sign in with your email

Email Address

Password

Remember me

[Forgot Password?](#)

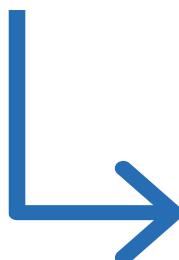
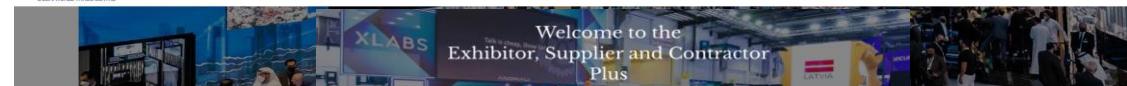
[Login](#)

[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 *

First Name

Last Name * Mobile *

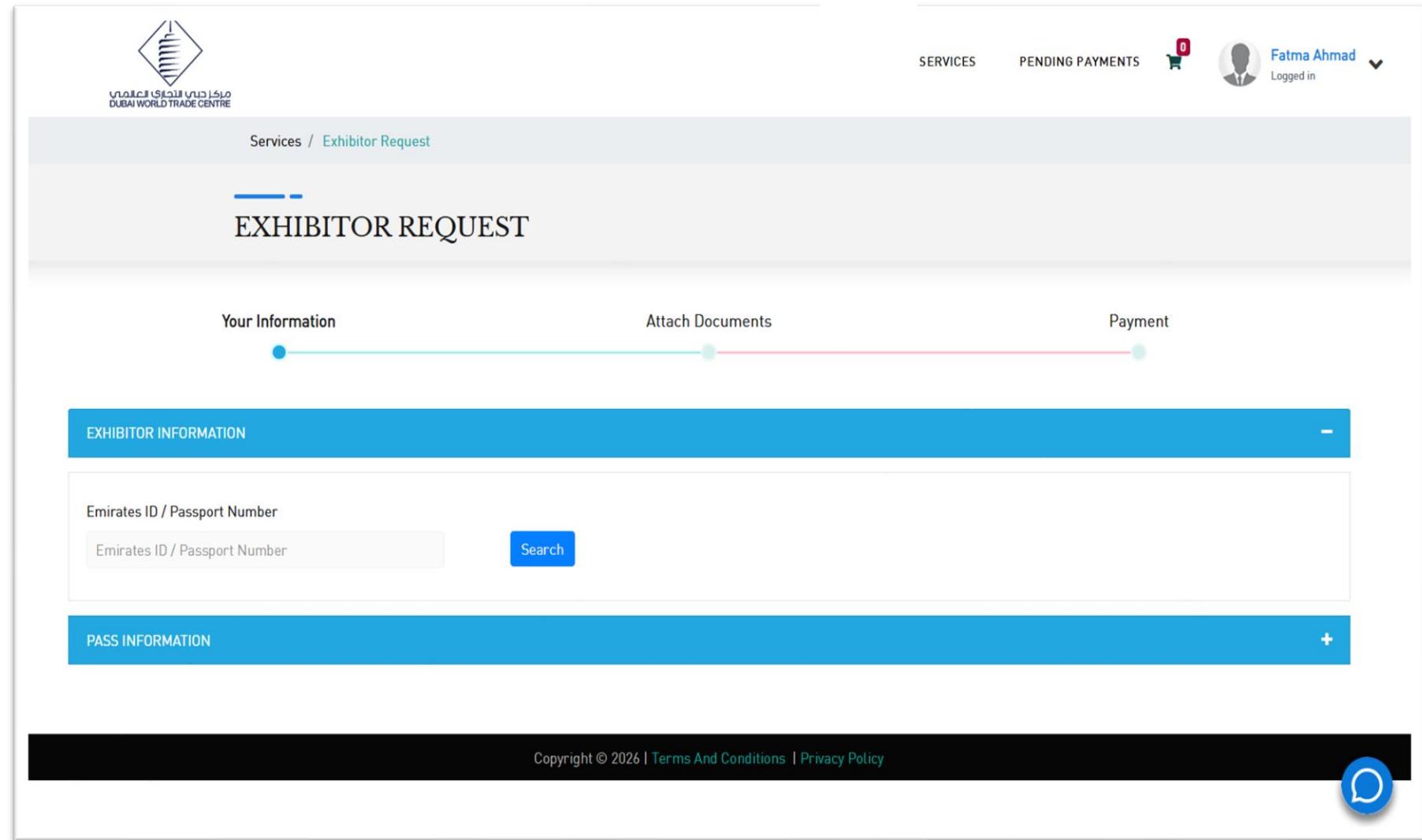
Mobile

Select Country * City *

City

Address *

[Create](#)



1. Fill the EID/ Passport number →

Services / Exhibitor Request

EXHIBITOR REQUEST

Your Information Attach Documents Payment

EXHIBITOR INFORMATION

Emirates ID / Passport Number

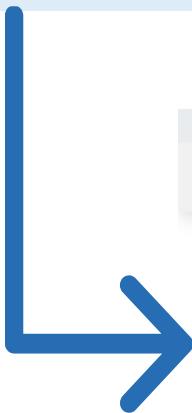
Emirates ID / Passport Number Search

PASS INFORMATION +

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Exhibitor Information and Pass Information

2. Complete filling the below fields:



Services / Exhibitor Request / Staff

Logged in

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, Site Engineer

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

Logged in

Your Information Attach Documents Payment

STAFF INFORMATION

PASS INFORMATION

Staff: Test User Company Name: Test Company

Company Representative: John Doe Company Contact Number: 9712020292929

Stand Name: Stand 01 Stand Number: ST-01

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

Pass End Time: 08:00 AM Exhibitor Badge Number: 0011223344

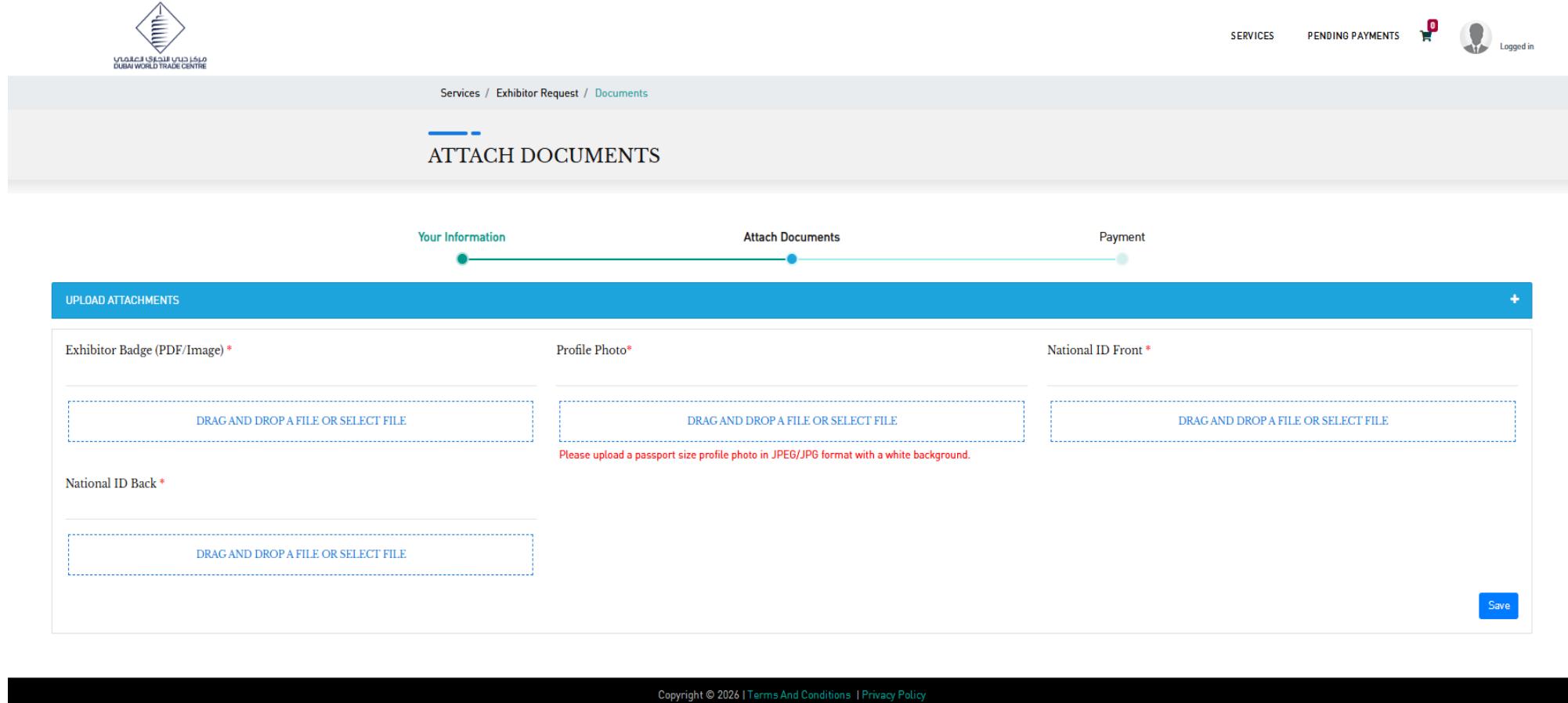
Additional Events: Arab Health Exhibition & Congress

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.



The screenshot shows a web-based form for UAE residents to upload required documents. The top navigation bar includes the DWTC logo, a search bar, and links for Services, Pending Payments, and a user profile. The main title is "ATTACH DOCUMENTS". A progress bar at the top indicates the steps: "Your Information" (green dot), "Attach Documents" (blue dot, currently active), and "Payment" (grey dot). The "Attach Documents" section contains four upload fields: "Exhibitor Badge (PDF/Image)*", "Profile Photo*", "National ID Front*", and "National ID Back*". Each field has a "DRAG AND DROP A FILE OR SELECT FILE" placeholder. The "Profile Photo" field includes a note: "Please upload a passport size profile photo in JPEG/JPG format with a white background." A "Save" button is located in the bottom right corner of the form area.

Services / Exhibitor Request / Documents

ATTACH DOCUMENTS

Your Information Attach Documents Payment

UPLOAD ATTACHMENTS

Exhibitor Badge (PDF/Image)*

Profile Photo*

National ID Front*

National ID Back*

DRAG AND DROP A FILE OR SELECT FILE

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.



DUBAI WORLD TRADE CENTRE

SERVICES PENDING PAYMENTS   Logged in

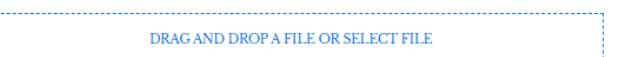
Services / Exhibitor Request / Documents

ATTACH DOCUMENTS

Your Information  Attach Documents  Payment 

UPLOAD ATTACHMENTS 

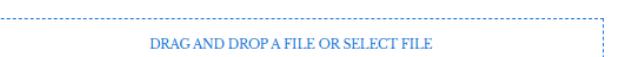
Exhibitor Badge (PDF/Image) *  DRAG AND DROP A FILE OR SELECT FILE

Profile Photo*  DRAG AND DROP A FILE OR SELECT FILE

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

Passport *  DRAG AND DROP A FILE OR SELECT FILE

Insurance Letter *  DRAG AND DROP A FILE OR SELECT FILE

Waiver Liability Letter*  DRAG AND DROP A FILE OR SELECT FILE

[I Download Waiver Liability Sample Format](#)



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

Total order amount AED 30.00

ORDER CONFIRMATION
CBO-0000001248

PAYMENT INFORMATION

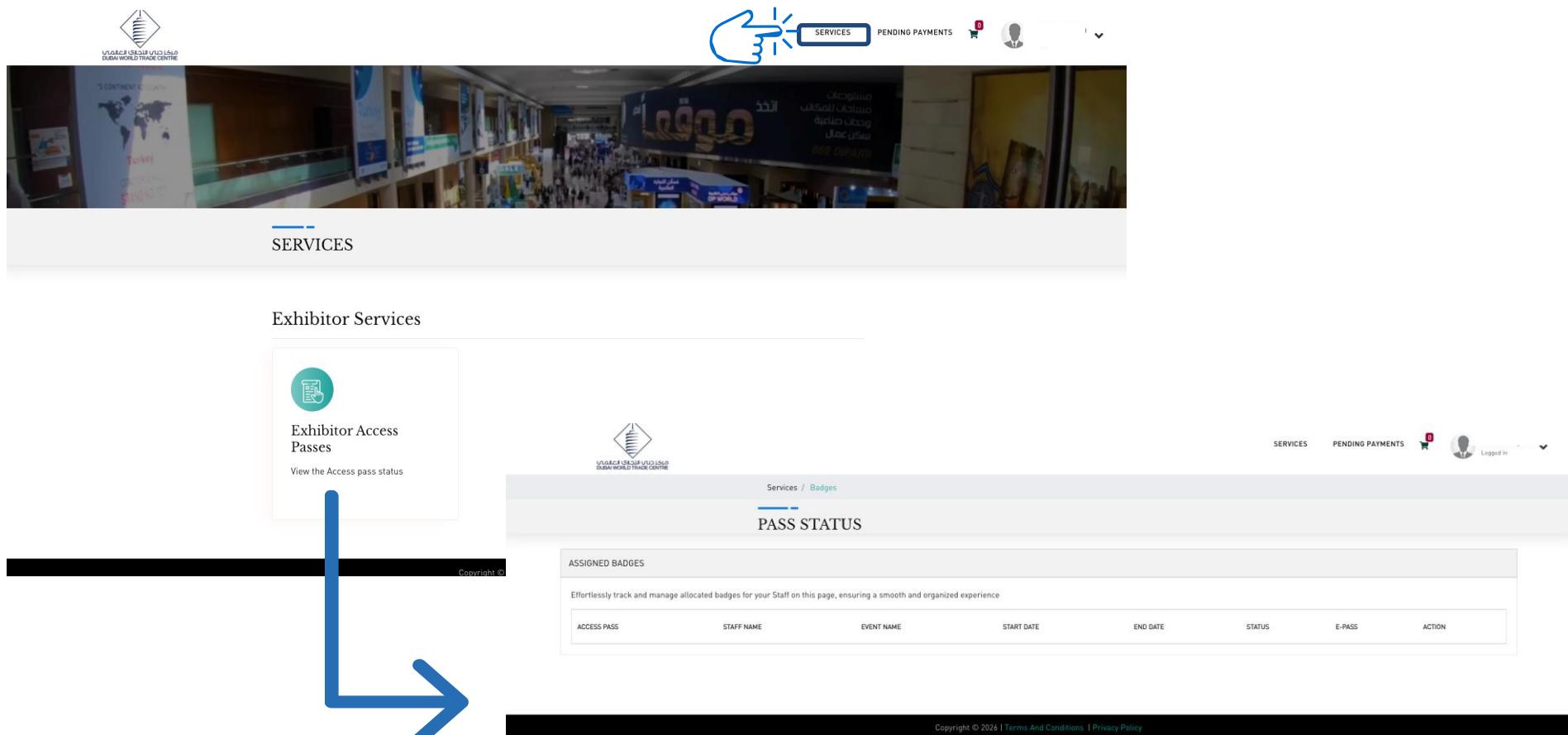
Payment Successful
Thank you, your payment with reference CBO-0000001248 has been received.



SELECT SERVICES

Pass Status

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





For more information, please reach out to us at:

AccreditationLiaison@dwtc.com

DWTC: 04 306 4816

DEC: 04 899 7003

THANK YOU