



سلطة مدينة إكسبو دبي  
EXPO CITY DUBAI AUTHORITY

# How to obtain your Event Operation Permit in Expo City Dubai



## Expo City Dubai

Expo City Dubai is the pioneering legacy of Expo 2020 Dubai, and has been at the core of our planning since the very beginning.

An innovation-driven, people-centric city of the future that is committed to protecting the environment, it forms a key part of the Dubai 2040 Urban Master Plan. As a blueprint for sustainable living, Expo City Dubai (hereinafter known as ECD) expects all entities operating within the city to align with its goals and targets to create a climate friendly, smart community that exists in harmony with nature.

Expo City is packed with an array of educational, cultural and entertainment offerings, as well as offices, residences, leisure facilities, dining options, event venues, wellness and exercise grounds, and more.

## Events at Expo City Dubai

Expo City Dubai is a world-class destination for events and experiences – the perfect host of conferences, exhibitions, concerts and ceremonies, workshops, seminars and product launches, as well as weddings, gala dinners, sports events and celebrations.

More than 30 extraordinary indoor and outdoor spaces are available to hire from a meeting room to an intimate outdoor stage.

## Event Operation Permit

Clients holding a valid Licence issued under a licensing authority in Dubai and wishing to organise an event at ECD or participate in an event being held by ECD or a third-party, should apply for an ECD Event Operation Permit (hereinafter known as an EOP). The ECD EOPs are available for a duration of 1 day up to 12 months.

### Types of operations carried out with an EOP (commercial and non-commercial events)



#### ECD led events

Events that are organised and managed by ECD involving participation of event operations, food & beverage and retail vendors in the delivery of the event.



#### Third-party led events

Events that are organised and managed completely by a third-party and that may involve the participation of event operations, food & beverage and retail vendors in the delivery of the event.

Figure 1 Types of operations carried out with an EOP

**"More than 30 extraordinary indoor and outdoor spaces are available to hire from a meeting room to an intimate outdoor stage."**

To obtain an ECD EOP, the client must submit the mandated documents and complete the steps below. ECD will assign each client an Event Account Manager to support and manage their permit journey.

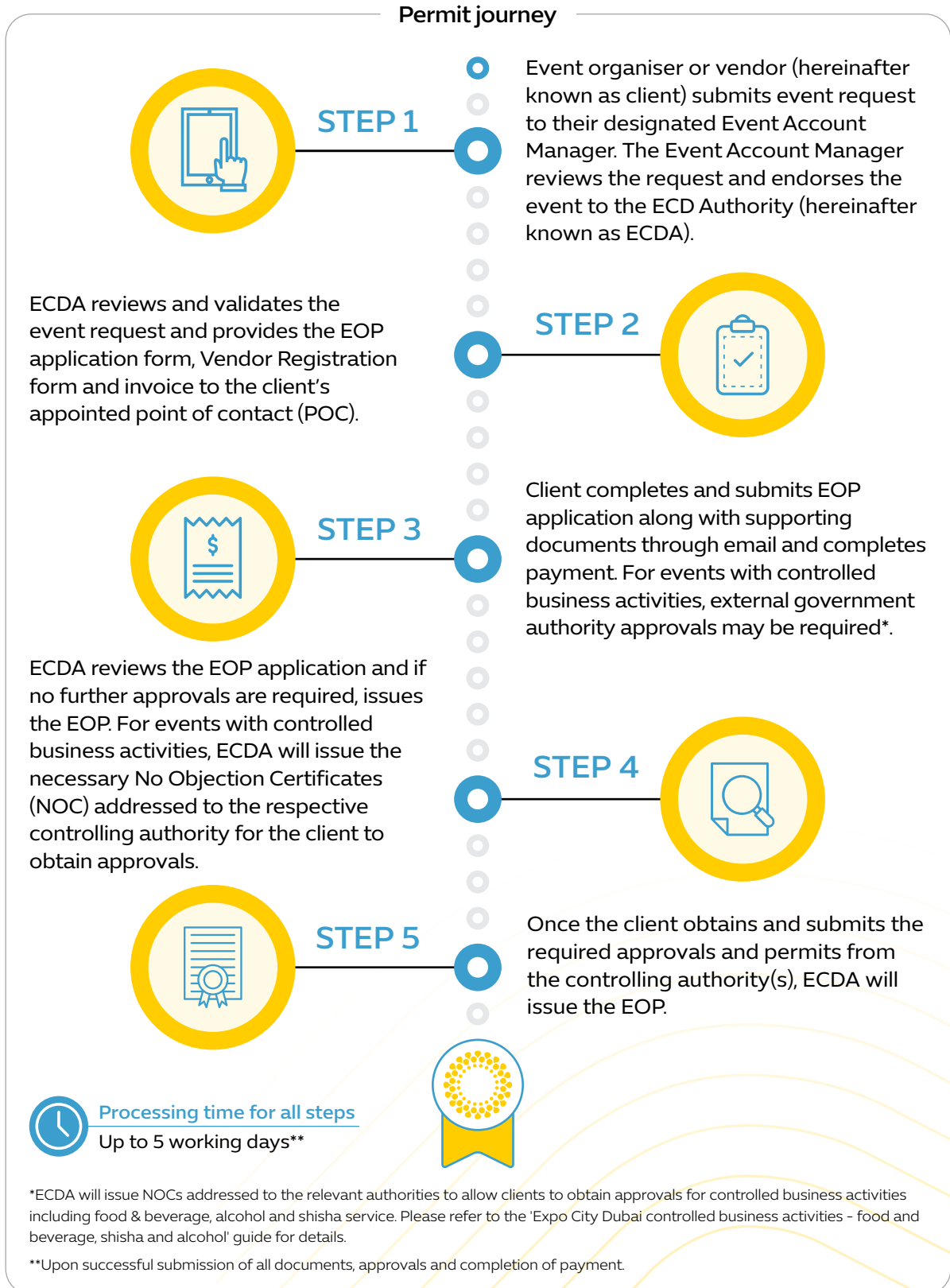


Figure 2 Permit journey

## Documents required for the EOP

The below tables provide details of the supporting documents to be provided along with the EOP application form.









For events led by third-party: documents to be provided by the Event Organiser		
<b>Event Operation Permit application form</b>	Completed offline	
<b>Vendor Registration form</b>	Includes all details of vendors that are directly involved in the event	
<b>Parent Company Licence copy</b>	<ul style="list-style-type: none"> <li>› May be applicable for both Organiser and Vendor based on event structure</li> <li>› Company licence issued under a licensing authority in Dubai and have a minimum validity of 3 months</li> </ul>	
<b>Department of Economy and Tourism (DET) Event Permit</b>	Permit issued by DET for the event	
<b>Government authority approvals for any controlled activities</b>	Approvals for any controlled activities for the parent company, including food and beverage, alcohol, shisha serving	
<b>Proposed EOP Manager documents</b>	<ul style="list-style-type: none"> <li>› Passport copy</li> <li>› UAE visa copy</li> <li>› Emirates ID copy (front &amp; back)</li> </ul>	
<b>Brand Ownership Document or Franchise Agreement (if applicable)</b>	<ul style="list-style-type: none"> <li>› Brand Ownership Document outlines the ownership rights and responsibilities associated with a particular brand; it includes details such as trademark ownership, brand identity guidelines, and any other pertinent information related to the control and use of the brand</li> <li>› Franchise Agreement outlines the terms and conditions under which the franchise can operate the business, including obligations, restrictions, fees, and the duration of the franchise relationship</li> </ul>	

Table 1 Documents to be provided by the Event Organiser: for events led by third-party

## For events held by ECD or third-party: documents to be provided by the Vendor



<b>Parent Company Licence copy</b>	<ul style="list-style-type: none"> <li>› May be applicable for both Organiser and Vendor based on event structure</li> <li>› Company Licence issued under a licensing authority in Dubai and have a minimum validity of 3 months</li> </ul>	☑
<b>Signed ECD Event Agreement</b>	Agreement signed between the third-party and ECD	☑
<b>Government authority approvals for any controlled activities (if applicable)</b>	Approvals for any controlled activities for the parent company including food and beverage, alcohol, shisha serving	☑
<b>Proposed EOP Manager documents</b>	<ul style="list-style-type: none"> <li>› Passport copy</li> <li>› UAE visa copy</li> <li>› Emirates ID copy (front &amp; back)</li> </ul>	☑
<b>Brand Ownership Document or Franchise Agreement (if applicable)</b>	<ul style="list-style-type: none"> <li>› Brand Ownership Document outlines the ownership rights and responsibilities associated with a particular brand; it includes details such as trademark ownership, brand identity guidelines, and any other pertinent information related to the control and use of the brand</li> <li>› Franchise Agreement outlines the terms and conditions under which the franchisee can operate the business, including obligations, restrictions, fees, and the duration of the franchise relationship</li> </ul>	☑

Table 2 Documents to be provided by the Vendor: for events led by ECD

ECD EOP requirements and cost are subject to change in line with the regulations of relevant government authorities, who reserve the right to approve or reject applications. Clients are advised to refer to the latest governing authority requirements in addition to the latest ECDA permits requirements as set out in the 'How to obtain your Event Operation Permit in Expo City Dubai' guidelines.

For any further queries or clarifications please contact the Expo City Dubai Authority Client Relations Centre at [CRC@expocitydubai.ae](mailto:CRC@expocitydubai.ae) or contact your ECD Event Account Manager.