



Retail Design Guidelines

January 2026

Community by
DMCC

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1.1 STOREFRONT - MERCHANDISE DISPLAY

1.1.1 GENERAL GUIDELINES

Tenants should consider lively window displays of merchandise, illuminated elements on walls and ceilings, or large-format branding visuals extending deep into the retail space to reinforce a clear retail identity.

Examples of approved shopfront displays

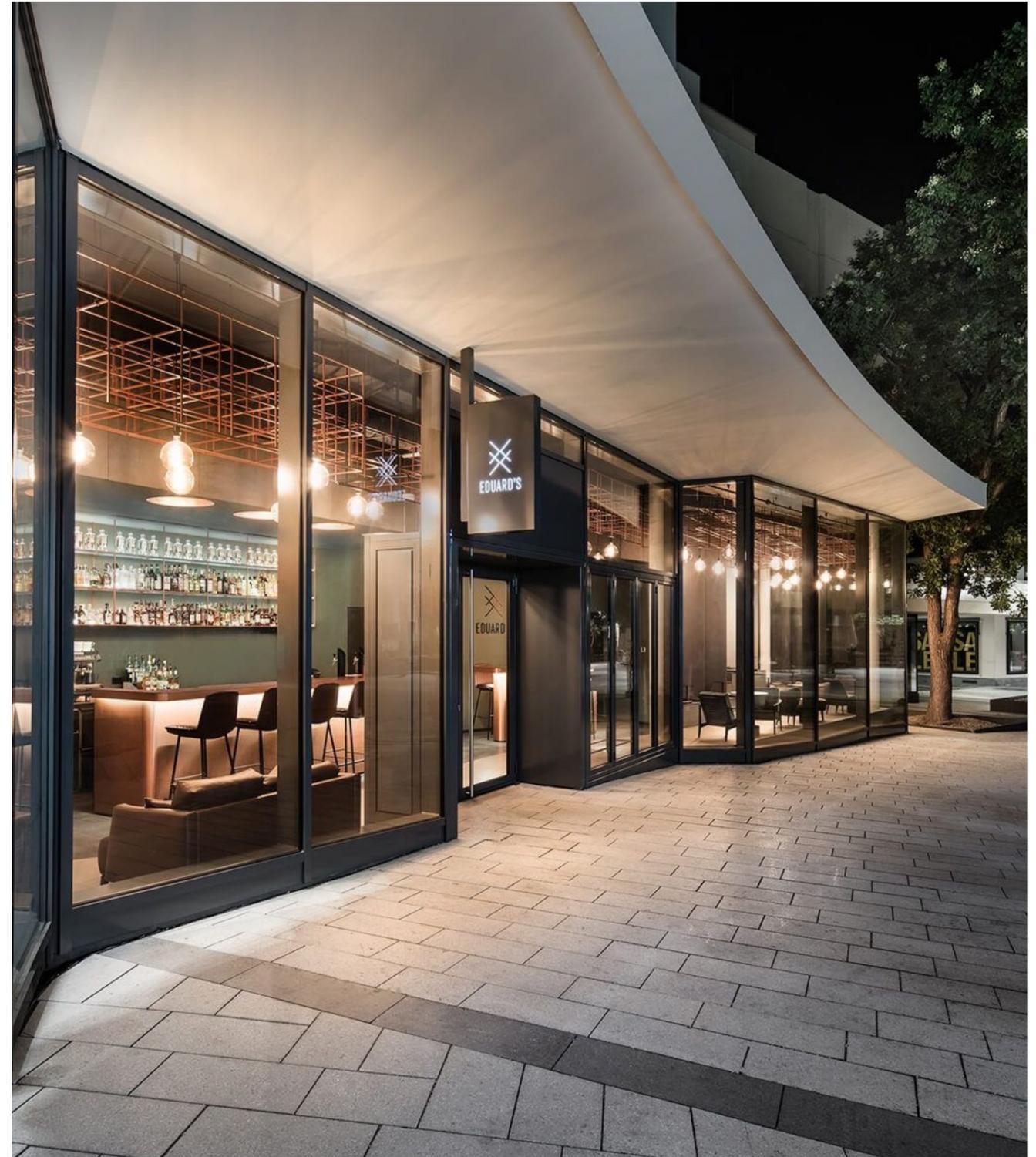


1.2 STOREFRONT - MATERIALS & FINISHES

1.2.1 GUIDELINES OVERVIEW

The Tenant storefront materials are critical in creating a quality and dynamic retail experience. It is important to select materials and finishes of superior quality. All materials should be installed over a durable substrate and must be of outdoor media type requiring minimal maintenance requirements. All storefronts shall comply with governing and applicable building code and fire code requirements.

The Landlord reserves the right to reject or request substitutions or adjustments to the proposed finishes. All materials must be approved by the Landlord prior to installation. Nothing is to be attached to the Landlord's finishes.



1.2 STOREFRONT - MATERIALS & FINISHES

1.2.2 APPROVED

1. Tempered glass as per Consultant's specification.
2. Clear, sandblasted, or etched glass neutral colour.
3. Marble, marble aggregates, granite, honed, polished or brush hammered stone.
4. Stainless steel or chrome.
5. Aluminum in anodized, powder coated or cast finish.
6. Polished or brushed or textured or perforated metals.
7. All materials and finishes must be of exterior grade.



1.2 STOREFRONT - MATERIALS & FINISHES

1.2.3 PROHIBITED

1. Gypsum, painted drywall, wallpaper.
2. Slatwalls or pegboard.
3. Painted metals.
4. Painted laminates.
5. Simulated plastic laminates- brick, stone, wood etc.
6. Mirrored finishes.
7. Distressed wood, masonry, plywood, knotty pine, painted wood.
8. Timber.
9. Metal laminates.
10. Applied vinyl letters.
11. Capping and transoms.



⊗ Painted metal frame
Capping between the panels
Transom at the door



⊗ Timber frame
Parapet
Transom at the door

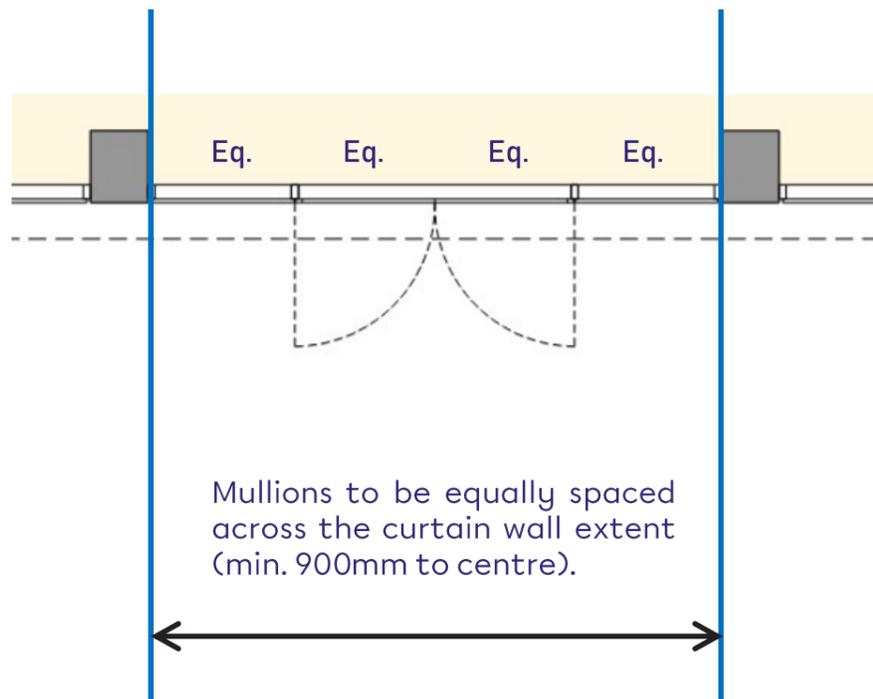
1.3 STOREFRONT - DESIGN GUIDELINES

1.3.1 GLAZING SETTING OUT

1. Mullions to be equally spaced across the curtain wall extent.
2. Glazed panel must be no less than 900mm wide (centre to centre).
3. All doors must comply with requirements of DBC and UAE FC.
4. Horizontal transoms are prohibited.
5. All Glazing and Door panels are to be full height.
6. All mullions and door frames are to be capless.
7. Outer perimeter frame of curtain wall to be PPC finish, RAL 7022.

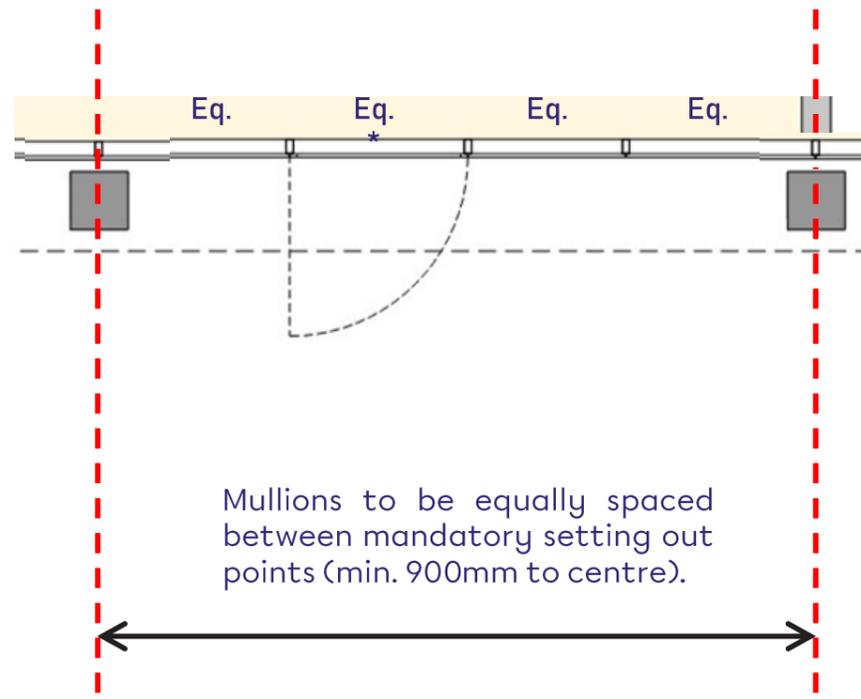
A

SCENARIO A
C/W BETWEEN COLUMNS



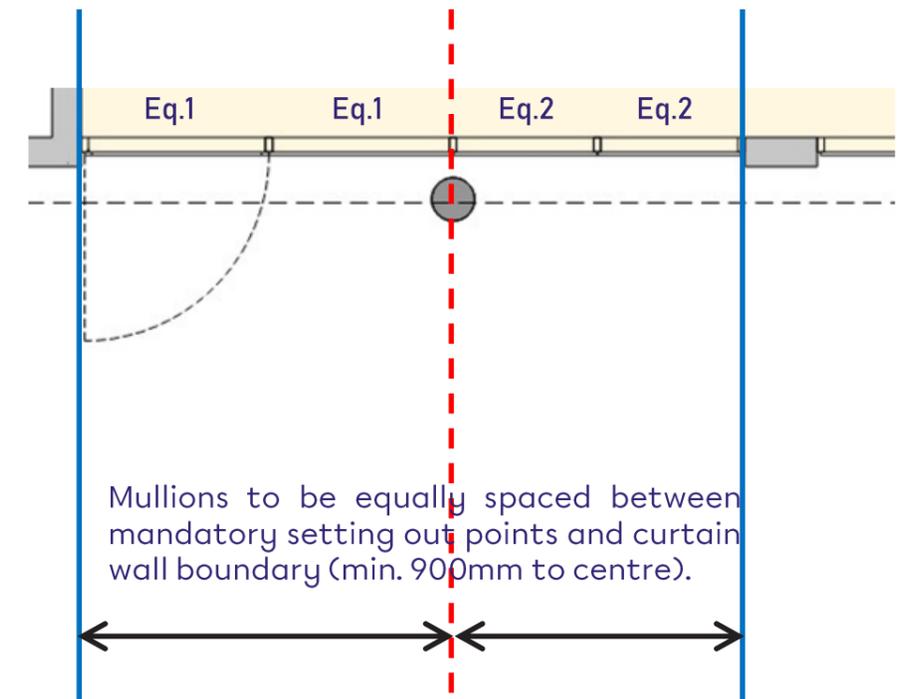
B

SCENARIO B
C/W BEHIND SQUARE COLUMNS



C

SCENARIO C
C/W BEHIND CIRCULAR COLUMNS

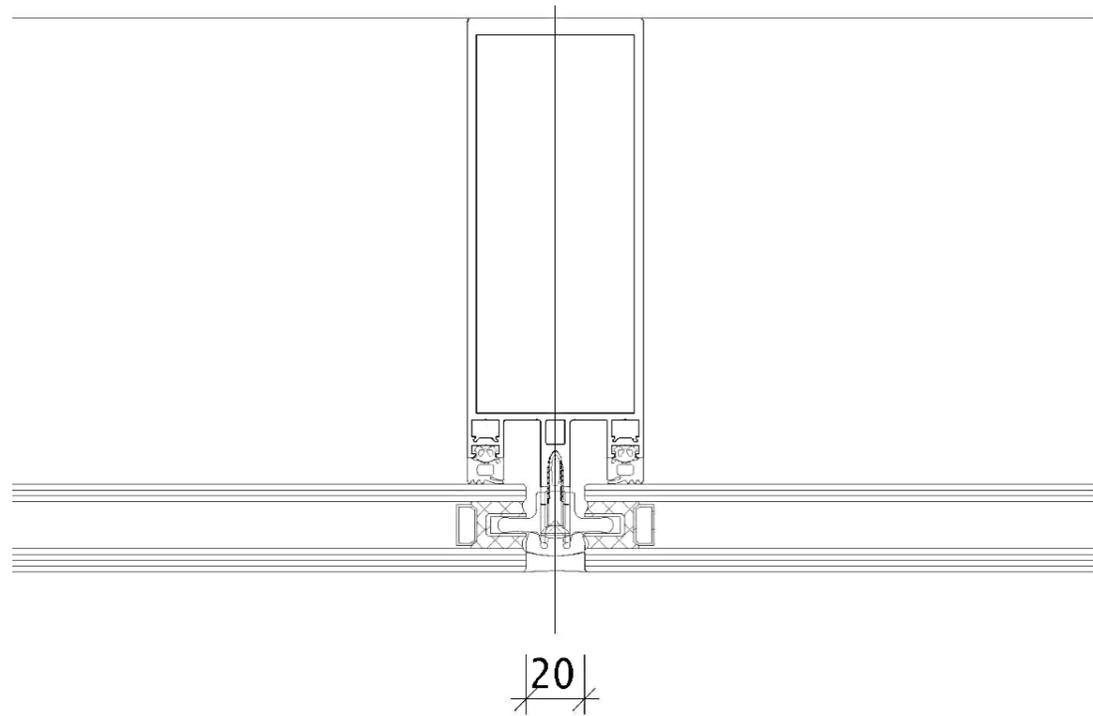


- - - Mandatory Setting Out Point
- Curtain Wall Infill Zone

1.3 STOREFRONT - DESIGN GUIDELINES

1.3.2 GLAZING SYSTEM REQUIREMENTS

1. Aluminum capless framing system, incorporating super-durable non-metallic components with a PPC finish.
2. Flat double-glazed vision panels using clear iron glass with neutral solar-control and Low-E coatings.
3. Thermal transmittance (U-value) in W/m²K: ≤ 1.9 W/m²·K.
4. Colour Rendering Index (CRI) ≥ 90 .
5. Shading Co-efficient: ≤ 0.76 .
6. Visible light transmittance $\geq 55\%$ and external reflectance $\leq 12\%$.
7. Thermally broken glazed doors to match vision panel glazing.
8. All exterior glazing joints shall be sealed with transparent silicone sealant, with no caps or mechanical joint covers permitted.
9. Joints to be maximum 20mm.
10. System must fully comply with all applicable Authority requirements.



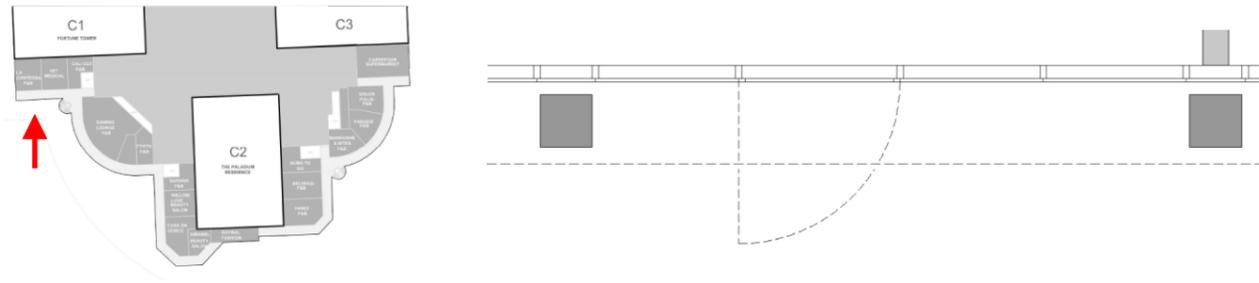
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↑
Silicone sealant joints to have a maximum width of 20 mm. All curtain wall systems to be capless.

1.3 STOREFRONT - DESIGN GUIDELINES

1.3.3 EXAMPLE CONDITIONS

CONDITION 1 (GROUND LEVEL)

Rectangular columns projecting into the arcade, detached from the storefront glazing



A) SIGNAGE BOX

- For detailed guidelines, including colour and finish requirements, refer to the Signage Guidelines in Section 2.

B) LOUVRE GRILL

- PPC metal architectural louvre screen, colour RAL 7022. Fixed Height: 150 mm.
- Louvre face shall be set back 75 mm from the front face of the signage box.

C) UPSTANDS

- Allowed only where interior finished floor is higher than the exterior finished floor level.
- All floor-level upstands to be finished with PPC metal slab-edge trim, colour RAL 7022.

D) ENTRANCE DOOR

- Frameless glass door to form part of curtain wall system.
- All doors to be code compliant.

E) SIGNAGE BOX OFFSET (VARIATION 01)

- Face of signage box to be set 150mm beyond column face, where the column sits independently in front of the façade line.

F) SIGNAGE BOX INTERFACE

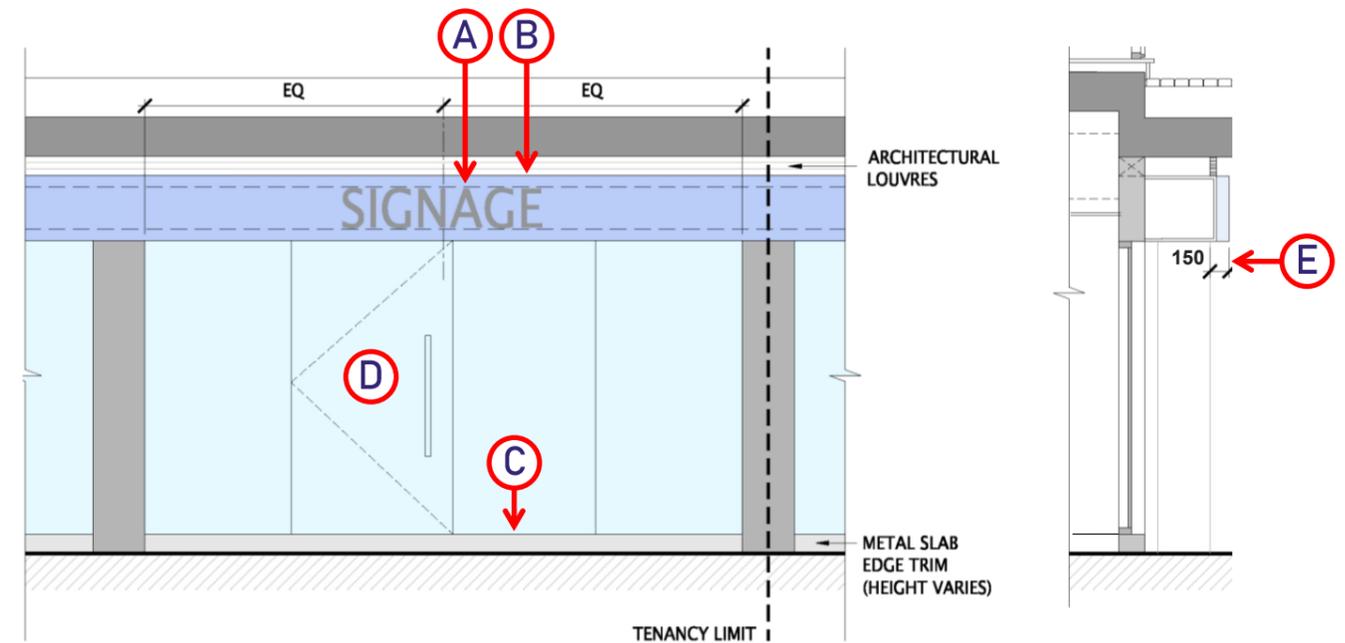
- 10 mm gap between the tenancy demise line and the edge of the signage box is mandatory.

To be read in conjunction with Signage Guidelines in Section 2.

1. STOREFRONT



PERSPECTIVE VIEW



ELEVATION

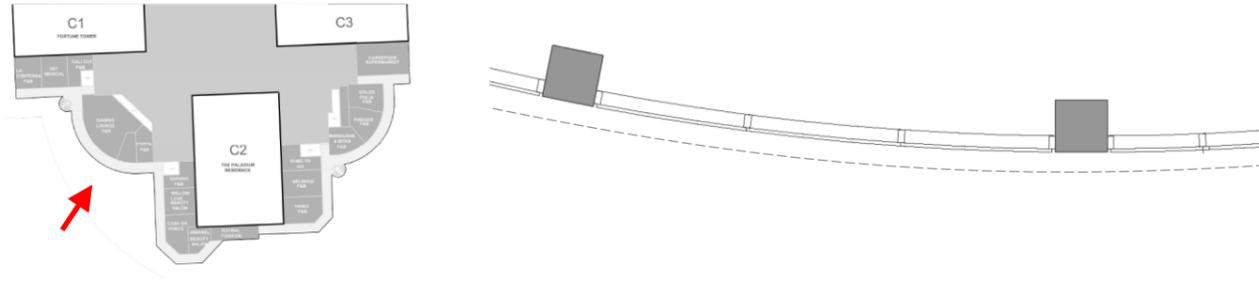
SECTION

1.3 STOREFRONT - DESIGN GUIDELINES

1.3.3 EXAMPLE CONDITIONS

CONDITION 2 (GROUND LEVEL)

Storefront glazing flush with wall fascia



A) SIGNAGE BOX

- For detailed guidelines, including colour and finish requirements, refer to the Signage Guidelines in Section 2.

B) LOUVRE GRILL

- PPC metal architectural louvre screen, colour RAL 7022. Fixed Height: 150 mm.
- Louvre face shall be set back 75 mm from the front face of the signage box.

C) UPSTANDS

- Allowed only where interior finished floor is higher than the exterior finished floor level.
- All floor-level upstands to be finished with PPC metal slab-edge trim, colour RAL 7022.

D) ENTRANCE DOOR

- Frameless glass door to form part of curtain wall system.
- All doors to be code compliant.

E) SIGNAGE BOX OFFSET (VARIATION 02)

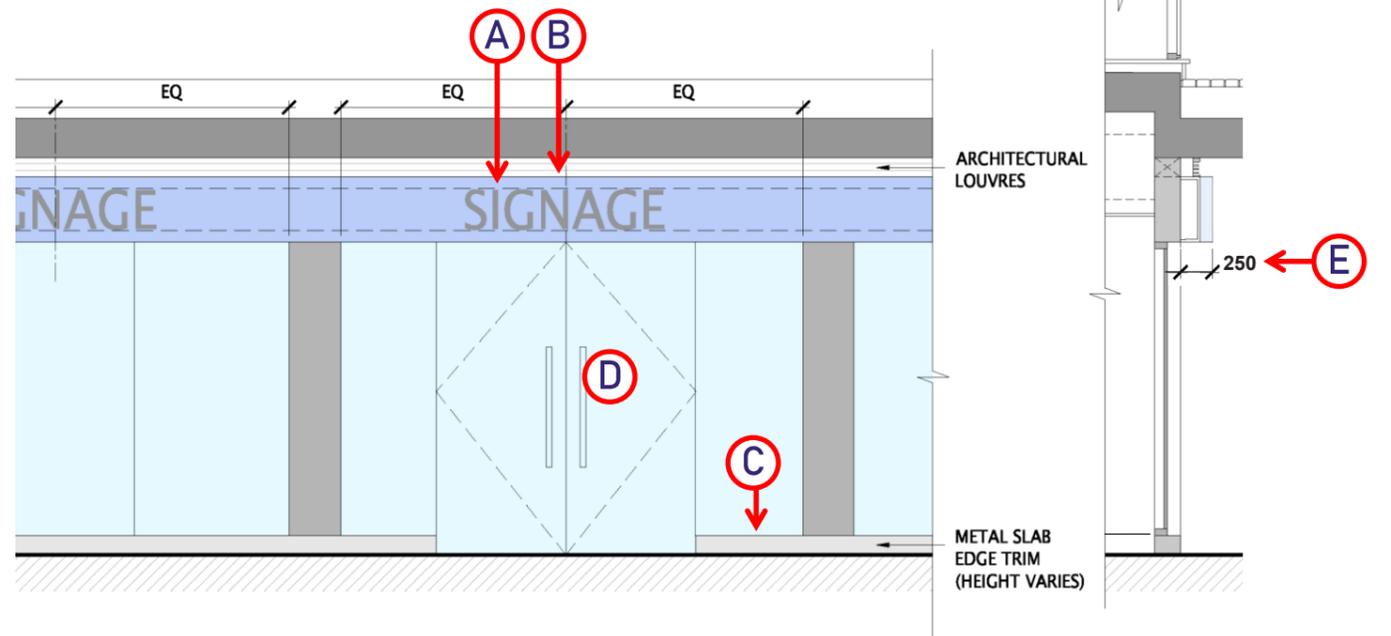
- Face of signage box to be set 250mm beyond wall face, where the column face aligns with the façade line.

F) SIGNAGE BOX INTERFACE

- 10 mm gap between the tenancy demise line and the edge of the signage box is mandatory.



PERSPECTIVE VIEW



ELEVATION

SECTION

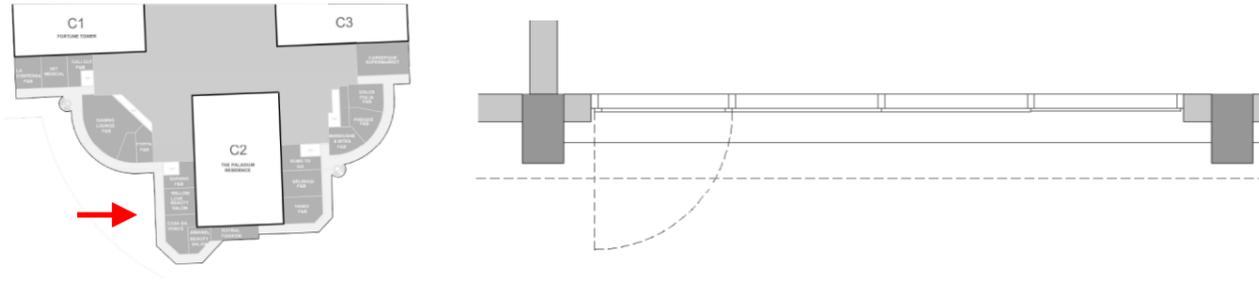
To be read in conjunction with Signage Guidelines in Section 2.

1.3 STOREFRONT - DESIGN GUIDELINES

1.3.3 EXAMPLE CONDITIONS

CONDITION 3 (GROUND LEVEL)

Rectangular columns projecting into the arcade – attached to the storefront glazing



A) SIGNAGE BOX

- For detailed guidelines, including colour and finish requirements, refer to the Signage Guidelines in Section 2.

B) LOUVRE GRILL

- PPC metal architectural louvre screen, colour RAL 7022. Fixed Height: 150 mm.
- Louvre face shall be set back 75 mm from the front face of the signage box.

C) UPSTANDS

- Allowed only where interior finished floor is higher than the exterior finished floor level.
- All floor-level upstands to be finished with PPC metal slab-edge trim, colour RAL 7022.

D) ENTRANCE DOOR

- Frameless glass door to form part of curtain wall system.
- All doors to be code compliant.

E) SIGNAGE BOX OFFSET (VARIATION 01)

- Face of signage box to be set 150mm beyond column face, where the column sits independently in front of the façade line.

F) SIGNAGE BOX INTERFACE

- 10 mm gap between the tenancy demise line and the edge of the signage box is mandatory.

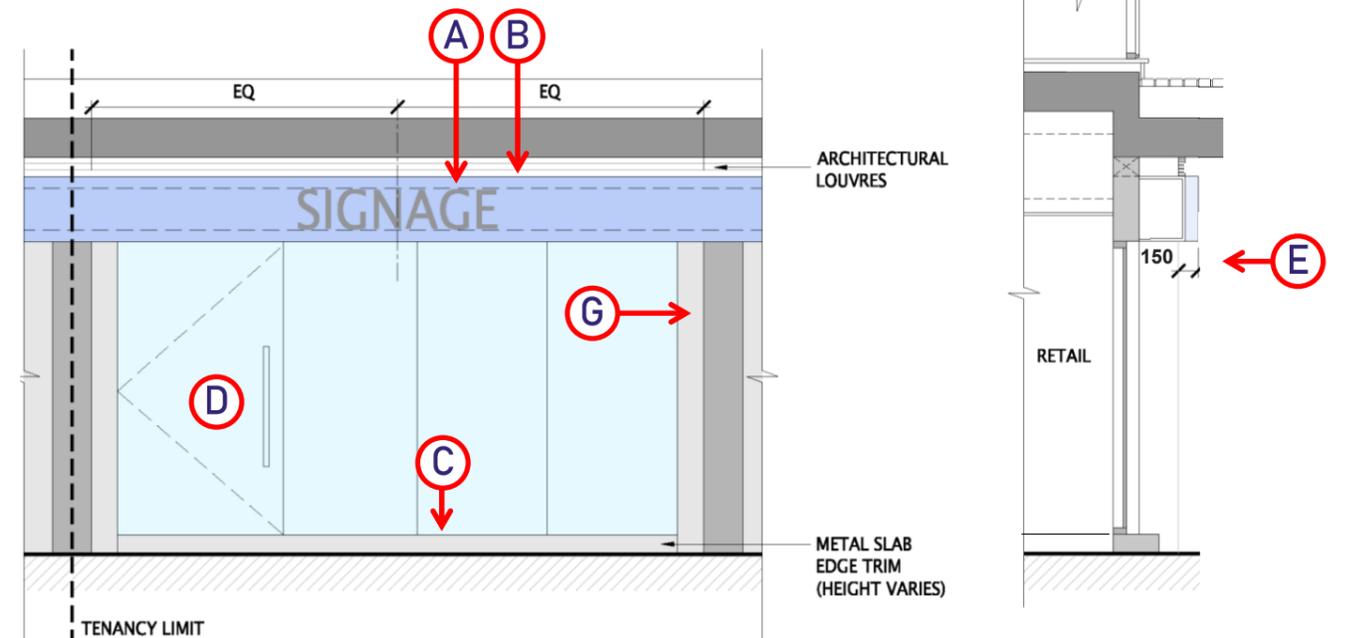
G) WALL INFILL

- Where possible, remove all existing infill walls and extend glazing to the full structural opening. Where this is not achievable, tenant shall demonstrate constraints preventing compliance.

To be read in conjunction with Signage Guidelines in Section 2.



PERSPECTIVE VIEW



ELEVATION

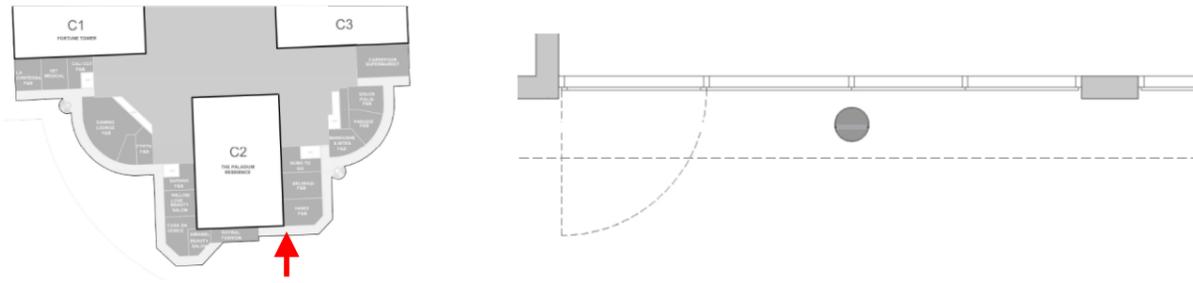
SECTION

1.3 STOREFRONT - DESIGN GUIDELINES

1.3.3 EXAMPLE CONDITIONS

CONDITION 4 (GROUND LEVEL)

Circular columns projecting into the arcade - detached from the storefront glazing



A) SIGNAGE BOX

- For detailed guidelines, including colour and finish requirements, refer to the Signage Guidelines in Section 2.

B) LOUVRE GRILL

- PPC metal architectural louvre screen, colour RAL 7022. Fixed Height: 150 mm.
- Louvre face shall be set back 75 mm from the front face of the signage box.

C) UPSTANDS

- Allowed only where interior finished floor is higher than the exterior finished floor level.
- All floor-level upstands to be finished with PPC metal slab-edge trim, colour RAL 7022.

D) ENTRANCE DOOR

- Frameless glass door to form part of curtain wall system.
- All doors to be code compliant.

E) SIGNAGE BOX OFFSET (VARIATION 01)

- Face of signage box to be set 150mm beyond column face, where the column sits independently in front of the façade line.

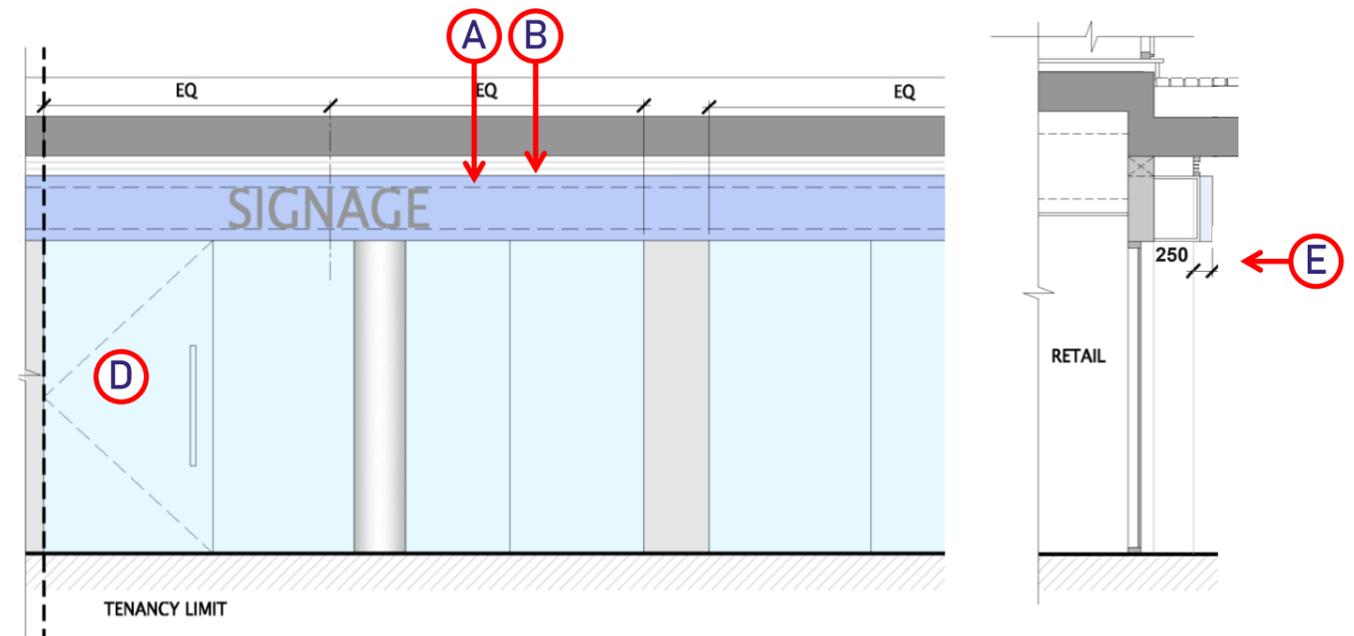
F) SIGNAGE BOX INTERFACE

- 10 mm gap between the tenancy demise line and the edge of the signage box is mandatory.

To be read in conjunction with Signage Guidelines in Section 2.



PERSPECTIVE VIEW



ELEVATION

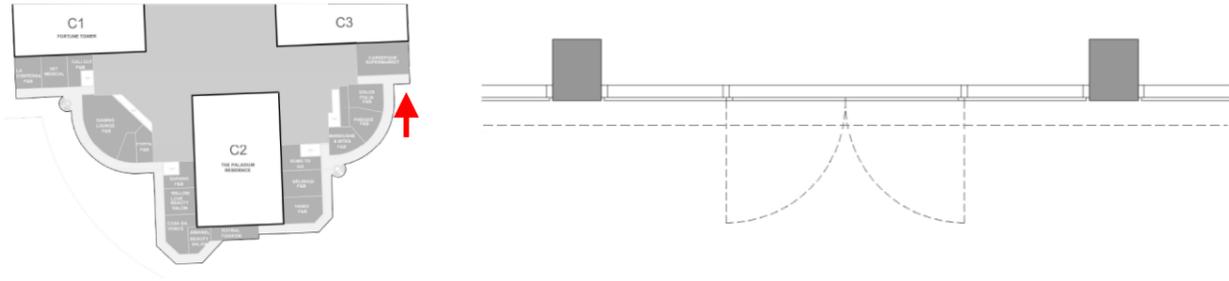
SECTION

1.3 STOREFRONT - DESIGN GUIDELINES

1.3.3 EXAMPLE CONDITIONS

CONDITION 5 (GROUND LEVEL)

Storefront glazing flush with wall fascia - no arcade or overhang



A) SIGNAGE BOX

- For detailed guidelines, including colour and finish requirements, refer to the Signage Guidelines in Section 2.

B) LOUVRE GRILL

- PPC metal architectural louvre screen, colour RAL 7022. Fixed Height: 150 mm.
- Louvre face shall be set back 75 mm from the front face of the signage box.

C) UPSTANDS

- Allowed only where interior finished floor is higher than the exterior finished floor level.
- All floor-level upstands to be finished with PPC metal slab-edge trim, colour RAL 7022.

D) ENTRANCE DOOR

- Frameless glass door to form part of curtain wall system.
- All doors to be code compliant.

E) SIGNAGE BOX OFFSET (VARIATION 02)

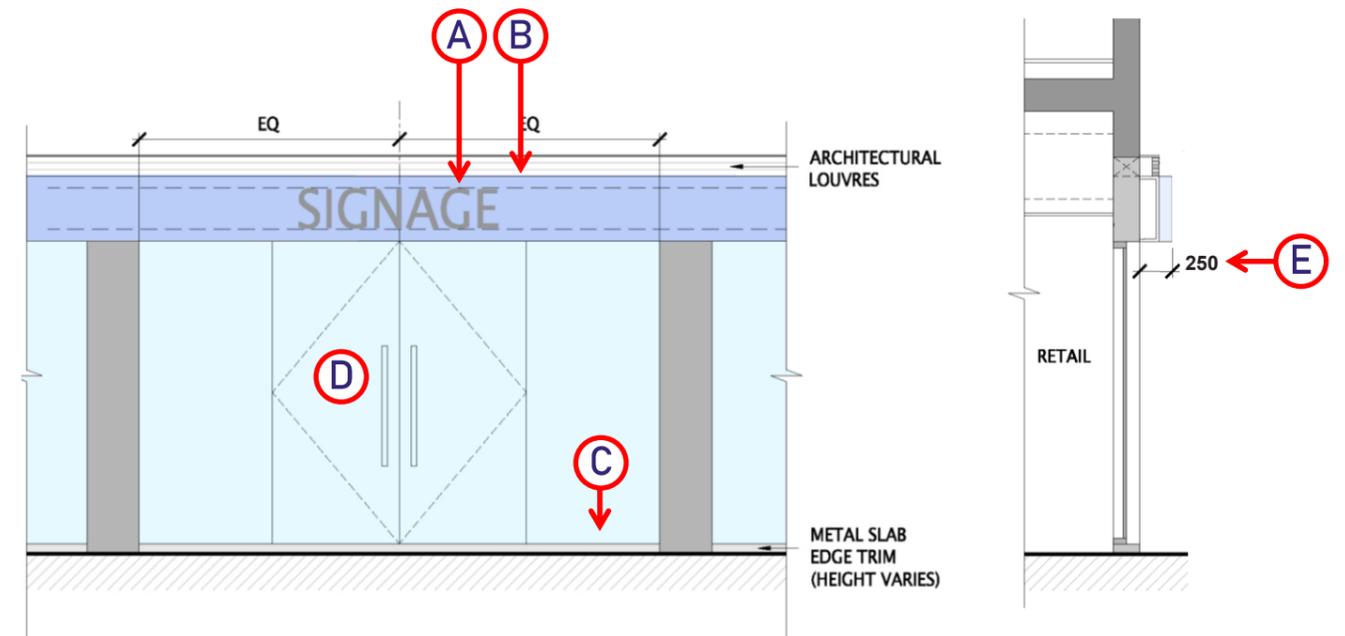
- Face of signage box to be set 250mm beyond wall face, where the column face aligns with the façade line.

F) SIGNAGE BOX INTERFACE

- 10 mm gap between the tenancy demise line and the edge of the signage box is mandatory.



PERSPECTIVE VIEW



ELEVATION

SECTION

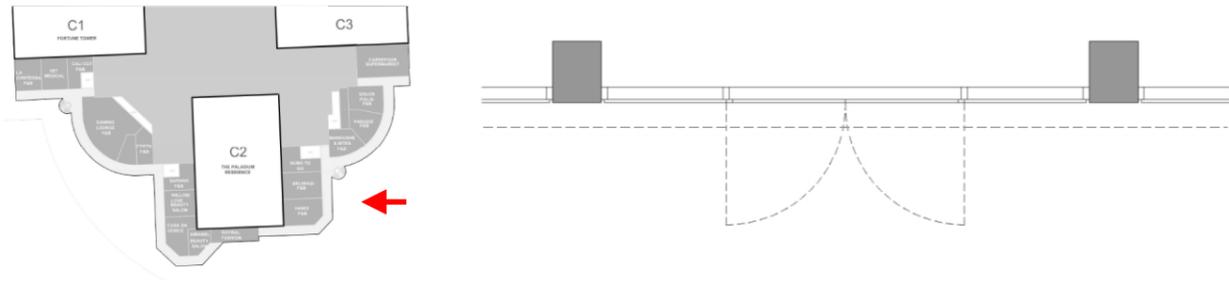
To be read in conjunction with Signage Guidelines in Section 2.

1.3 STOREFRONT - DESIGN GUIDELINES

1.3.3 EXAMPLE CONDITIONS

CONDITION 6 (UPPER LEVEL)

Storefront glazing flush with wall fascia - no arcade or overhang



A) SIGNAGE BOX

- For detailed guidelines, including colour and finish requirements, refer to the Signage Guidelines in Section 2.

B) LOUVRE GRILL

- PPC metal architectural louvre screen, colour RAL 7022. Fixed Height: 150 mm.
- Louvre face shall be set back 75 mm from the front face of the signage box.

C) UPSTANDS

- Allowed only where interior finished floor is higher than the exterior finished floor level.
- All floor-level upstands to be finished with PPC metal slab-edge trim, colour RAL 7022.

D) ENTRANCE DOOR

- Frameless glass door to form part of curtain wall system.
- All doors to be code compliant.

E) SIGNAGE BOX OFFSET (VARIATION 02)

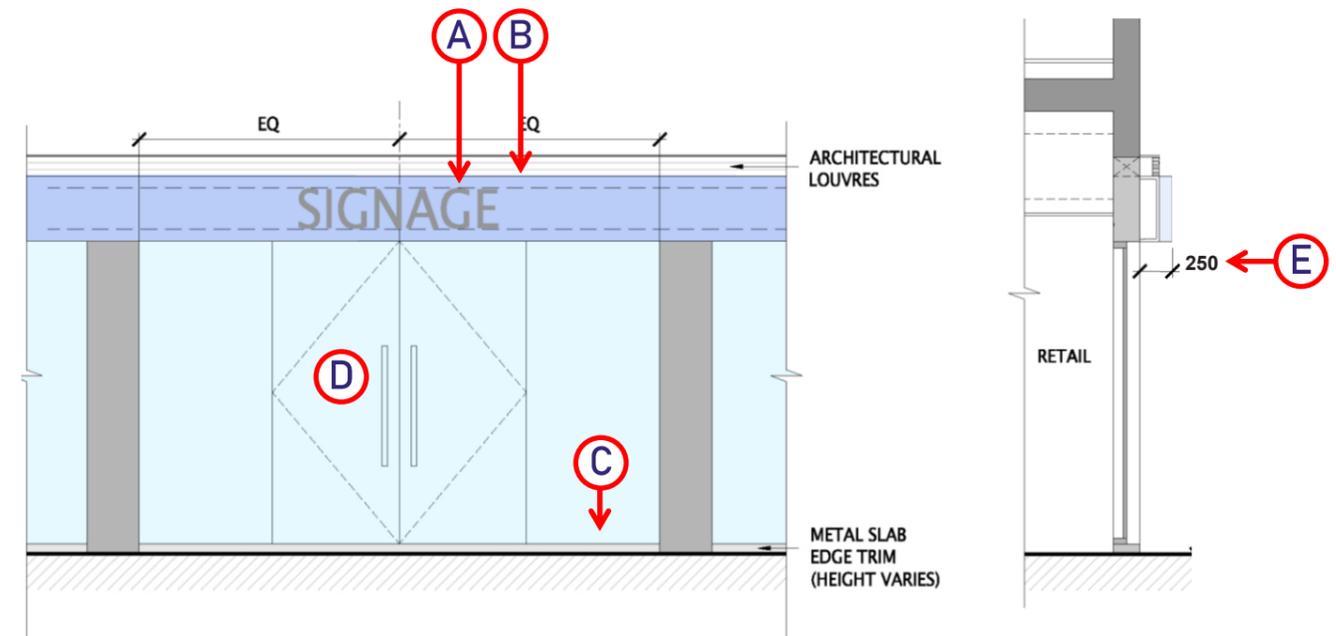
- Face of signage box to be set 250mm beyond wall face, where the column face aligns with the façade line.

F) SIGNAGE BOX INTERFACE

- 10 mm gap between the tenancy demise line and the edge of the signage box is mandatory.



PERSPECTIVE VIEW



ELEVATION

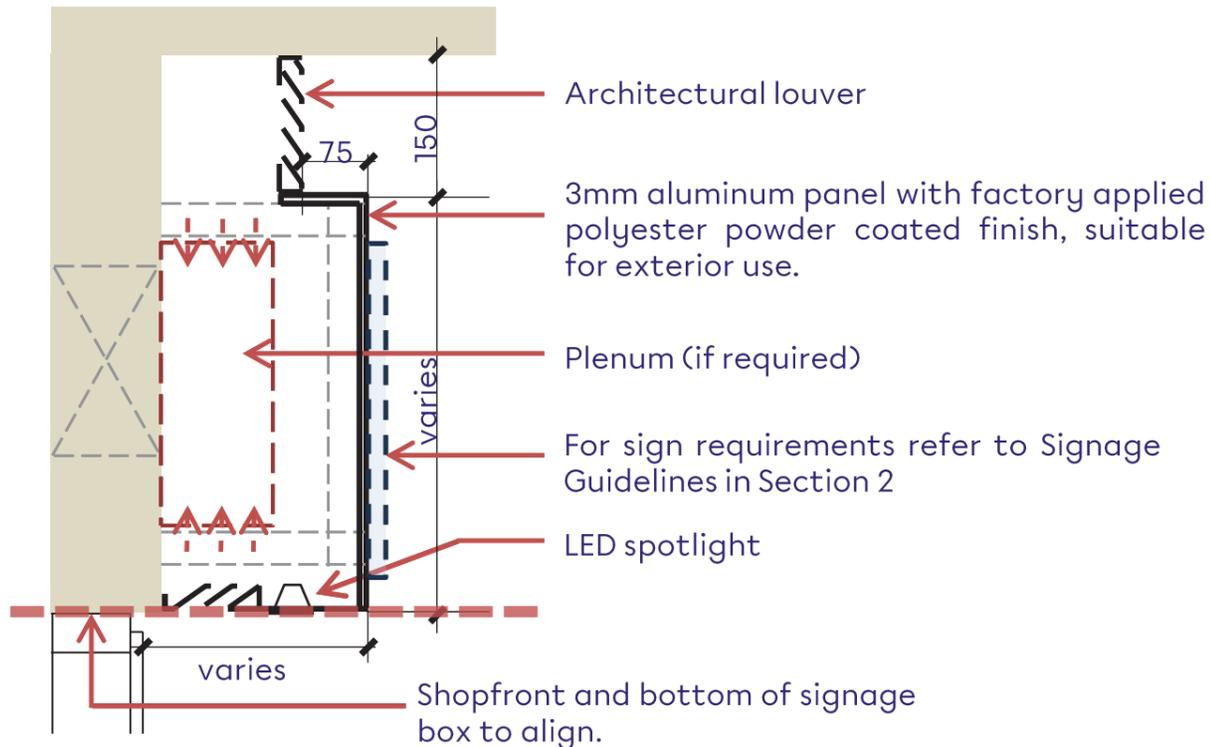
SECTION

To be read in conjunction with Signage Guidelines in Section 2.

1.3 STOREFRONT - DESIGN GUIDELINES

1.3.4 INTERFACES – STOREFRONT, SIGNAGE BOX & LOUVERS

1. Depth of signage box is subject to existing façade conditions. Refer to conditions in sections 1.3.3.
2. Signage box must not overhang the shopfront frame/glazing – ensure this aligns and interface is clearly illustrated section.
3. No exposed lintels are allowed.
4. Spotlights flush with the signage box soffit are encouraged.
5. All lighting fixtures installed at the shopfront or signage box must be LED, colour temperature 3500-4000K, with RAL 7022 trim. Ø45-65mm diameter including trim.
6. All cabling and equipment such as transformers, dimmer, timers, isolators, etc. must be fully concealed and installed within the tenancy in an accessible location.
7. Architectural louvre of 150mm height above the signage box is mandatory.
8. Architectural louvre face must be recessed from the signage box face by 75 mm.
9. Architectural louver finish must match RAL 9905 Jet Black.
10. Ensure a consistent finish to all visible faces of the sign box. No unfinished, mismatched, or alternate finishes will be accepted.
11. No visible fixings from public areas are allowed, the proposed fixation method should be shown / described in submission documents.
12. Landlord approval required prior to fabrication.
13. All electrical components related to the signage LED lights such as transformer, power supply, timer, etc., shall be located within the tenancy, in an accessible location.

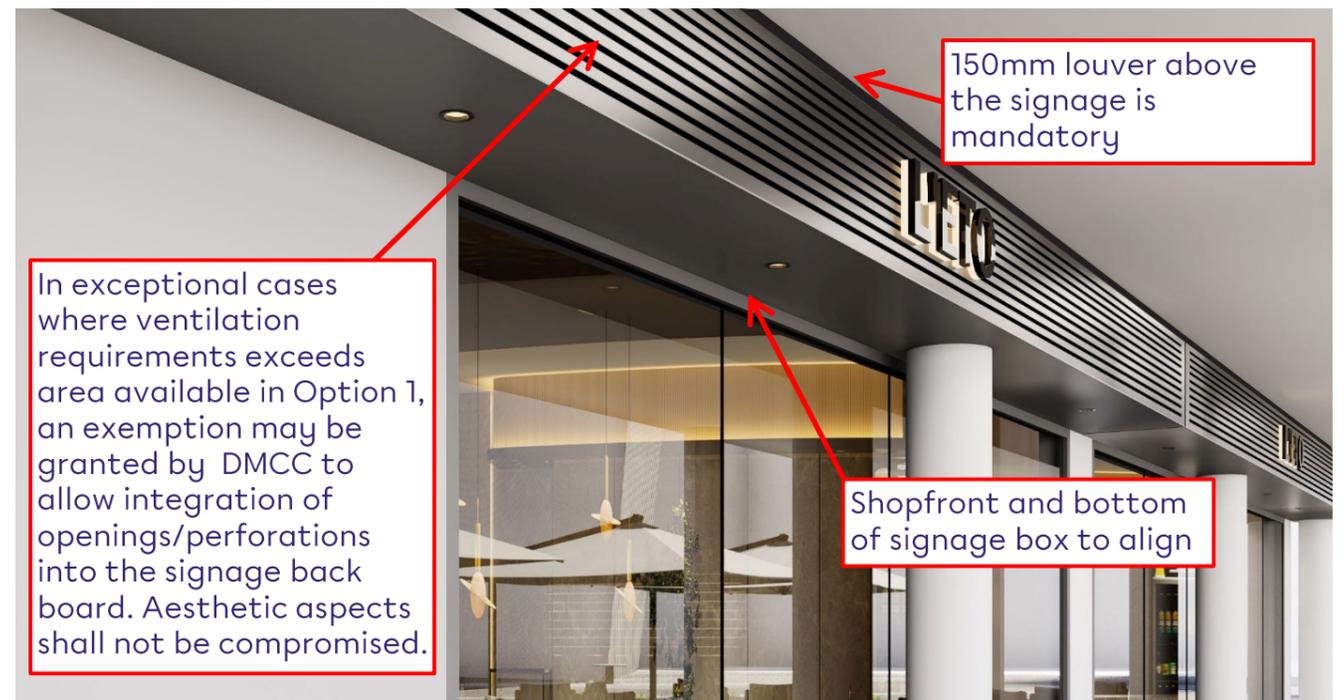


To be read in conjunction with Signage Guidelines in Section 2.

OPTION 1 - PREFERRED



OPTION 2 - SUBJECT TO DMCC REVIEW AND APPROVAL



2. SIGNAGE GUIDELINES

2.1 SIGNAGE GENERAL GUIDELINES

- 2.1.1 SIGNAGE GUIDELINES OVERVIEW
- 2.1.2 APPROVED SIGNAGE TYPES
- 2.1.3 PROHIBITED SIGNAGE INSTALLATIONS
- 2.1.4 PROHIBITED SIGNAGE DESIGN
- 2.1.5 PROHIBITED SIGNAGE MAINTENANCE
- 2.1.6 SIGNAGE ILLUMINATION

2.2 GROUND LEVEL RETAIL SIGNAGE GUIDELINES

- 2.2.1 SIGNAGE PLACEMENT EXAMPLE (CLUSTER C)
- 2.2.2 TYPICAL SHOPFRONT COVERAGE
- 2.2.3 SIGNAGE SHOPFRONT ID DESIGN
- 2.2.4 TYPICAL LOGO APPLICATION
- 2.2.5 MULTI-SHOPFRONT ID DESIGN
- 2.2.6 MULTI-SHOPFRONT TYPICAL LOGO APPLICATION
- 2.2.7 BLADE SIGN (OPTIONAL)
- 2.2.8 BLADE SIGN LOGO APPLICATION
- 2.2.9 TYPICAL DETAILED DESIGN SUBMISSION EXAMPLE

2.3 PODIUM LEVEL RETAIL SIGNAGE GUIDELINES

- 2.3.1 SIGNAGE PLACEMENT EXAMPLE (CLUSTER C)
- 2.3.2 TYPICAL SHOPFRONT COVERAGE
- 2.3.3 SIGNAGE SHOPFRONT ID DESIGN
- 2.3.4 TYPICAL LOGO APPLICATION
- 2.3.5 MULTI-SHOPFRONT ID DESIGN
- 2.3.6 MULTI-SHOPFRONT TYPICAL LOGO APPLICATION
- 2.3.7 BLADE SIGN (OPTIONAL)
- 2.3.8 BLADE SIGN LOGO APPLICATION
- 2.3.9 TYPICAL DETAILED DESIGN SUBMISSION EXAMPLE

2.4 GENERAL SIGNAGE

- 2.4.1 DIGITAL SCREEN (OPTIONAL)
- 2.4.2 OPERATING HOURS (OPTIONAL)
- 2.4.3 VINYL GRAPHICS
- 2.4.4 PRIVACY VINYL GRAPHICS (BY PERMISSION)
- 2.4.5 STANDALONE - SIGNBOARD (OPTIONAL)

2.5 SEASONAL / PROMOTIONAL

- 2.5.1 SEASONAL DECORATIONS

2.6 EVENT GUIDELINES

- 2.6.1 AREA AVAILABLE TO HOST EVENTS
- 2.6.2 EVENT PROCESS
- 2.6.3 TECHNICAL INFORMATION
- 2.6.4 EVENT OPERATIONS
- 2.6.5 EVENT MARKETING
- 2.6.6 DMCC TEMPORARY EVENT SIGNS

2.1 SIGNAGE GENERAL GUIDELINES

2.1.1 SIGNAGE GUIDELINES OVERVIEW

All tenants within DMCC are required to comply with the general signage criteria. Primary signs are usually located at the storefront in a traditional sign-band supported by the storefront itself. The position and overall dimensions of the signage may vary but a single store-wide sign is subject to landlord approval. No light box signage will be allowed under any circumstances.

THE FOLLOWING APPLY:

1. The graphic identification of the retail premises will consist of only the tenancy name in their corporate font within the nominated signage area. All designs will be subject to landlord's approval.
2. Only the company logo and the company name in English or English and Arabic are allowed to be placed on the primary sign
3. All signage shall be fabricated and installed at the tenant's expense.
4. Power for all illuminated signs must be provided from the tenant's own electrical supply.
5. Components of LED signage lighting such as transformers, dimmer, timers, isolators, etc. shall be installed within the tenancy in an accessible location. All wiring shall be installed concealed from plain view.
6. Storefront signs are to display the name and/or logo as stated in the lease and may not advertise or list items sold.
7. The size of each primary sign will be assessed on a case-by-case basis during the design review process.
8. Sign manufacturers' nameplates are not permitted.
9. No signage depicting security firms, armed reaction units, etc. is permitted.
10. Access panels are not permitted as a part of a tenant's storefront construction.
11. Attachment devices such as bolts, clips, threaded rods, fasteners, tubes, raceways, conduit and other similar items are to be fully concealed.
12. Tenants are responsible for all costs associated with the design, fabrication and installation of the signage panels within the designated signage zones.
13. Signs should be in English and, where required by UAE / municipality regulations, in both English and Arabic.
14. Blade signs are permitted only with the prior written consent of the landlord.
15. Storefront signage types include, but are not limited to, over the door board signage, hanging signage, window or corner signage, front or side blade signs, projecting signage such as blades, round, square or rectangular signs, back lit signs, etc. all subject to Landlord and DDA approval.
16. Storefront signage may not exceed the width of the storefront.
17. Animated and/or dynamic signs require Landlord approval and are only permitted on buildings with special uses.
18. Animated signs require a secondary non-animated signage in the event where the primary signage is turned off due to heat or malfunction.
19. All structures must comply with DDA Structural Code and public safety must never be compromised.
20. The maximum size of the tenant's primary sign must be limited to the maximum dimensional criteria of the shop front area, with the maximum overall width limited to the shop front width, clear of the demising piers.
21. Signage must be confined to the top 1500mm of the storefront. Any modification to this rule will require Landlord's written approval.
22. The back panel of the primary signage elements may project a maximum of 150mm from the glass face or bulkhead.
23. For all three dimensional logo a maximum depth of 50mm is allowed for the signage to protrude from the sign panel front.

LETTERING

1. For lettering dimensions, applications, and restrictions please refer to section 2.2.4 Typical Logo Application to the Panel
2. Arabic (must start on the right-hand side) and English (must start on the left-hand side, or centrally if signage is English-only) signage is highly recommended and the tenant is responsible for all local authorities' approvals and translation for the signage.

2.1 SIGNAGE GENERAL GUIDELINES

2.1.2 APPROVED SIGNAGE TYPES

- All signs must have a background panel and follow recommended colours and sizes.
- Attachment devices such as bolts, clips, threaded rods, fasteners, tubes, raceways, conduit and other similar items are to be fully concealed.
- Materials must be high-grade outdoor rated with a minimum 3 years warranty.
- Brand logo is limited to 3 to maximum 5 colours.
- Sign to have LEDs illumination with dimmer included.

Recommended colours for the signage background use



✓ Build up aluminium logo with powder coat painted finish



✓ Build up acrylic logo with high-grade outdoor materials



✓ Pushed through logo with high-grade outdoor acrylics



✓ Build up aluminium logo with PPC finish and acrylic face - Acrylic panel with high-grade outdoor vinyl on top



✓ Metallic finishes protected with a rust free coat on top



2.1 SIGNAGE GENERAL GUIDELINES

2.1.3 PROHIBITED SIGNAGE INSTALLATIONS

⊗ Not allowed for the logo to be installed directly on a facade



⊗ Not allowed any suspended sign not in a shop front



⊗ No paper sign on a shop front



⊗ Sign covering half of the designed space



⊗ Signage installed directly on a glass



⊗ No brand present on a shop front



⊗ Phone numbers and websites are not allowed to be added on the signs



2.1 SIGNAGE GENERAL GUIDELINES

2.1.4 PROHIBITED SIGNAGE DESIGN

⊗ Congested graphics / not applying enough clear space at sign panel



⊗ Use of 6 and more colours on a sign



⊗ All logos must be presented in Arabic & English only
No other language use is allowed



⊗ It's not recommended to use low contrasting graphics



⊗ Use of any promotional graphics, photos of goods, or faces on windows and signs are not allowed



⊗ Signs painted directly onto the store front



2.1 SIGNAGE GENERAL GUIDELINES

2.1.5 PROHIBITED SIGNAGE MAINTENANCE

⊗ Exposed and loose wires need to be maintained and properly fixed (hidden)



⊗ Peeling, bubbling or lifting vinyl
All materials need to be regularly maintained



⊗ Broken / flickering LEDs units need to be replaced



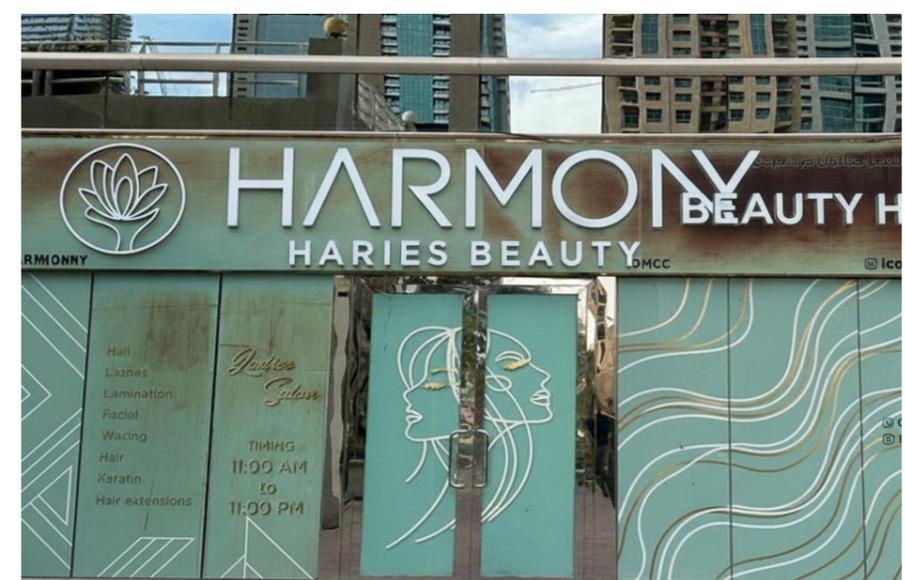
⊗ Signage and surrounding areas are to be regularly cleaned and maintained by tenant, any staining is to be promptly removed



⊗ Loose or missing components



⊗ Cracked or sun damaged sign faces



2.1 SIGNAGE GENERAL GUIDELINES

2.1.6 SIGNAGE ILLUMINATION

NOTE: All tenant illuminated signage must have dimmer included

✓ Build up aluminium logo with acrylic and illuminated face with LEDs



✓ Combination of halo and front LEDs illumination (dimmer included)



✓ Halo illuminated logo (dimmer included)



✓ Pushed through logo with LEDs illumination (dimmer included)



✗ Stroboscopic or flashing lights are not allowed



✗ Exposed neon tubes on a retail logo sign is prohibited



✗ Spot illumination not allowed



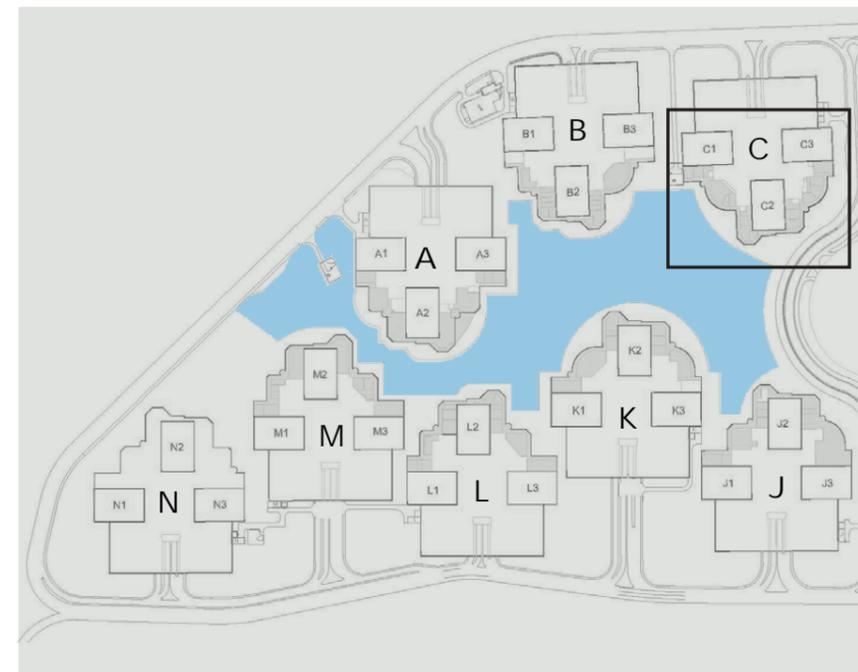
2.2 GROUND LEVEL RETAIL SIGNAGE GUIDELINES

2.2.1 SIGNAGE PLACEMENT EXAMPLE (CLUSTER C)

PERMISSION PROCESS:

Before requesting approval, please ensure the DMCC guidelines, restrictions, rules & regulations are followed as set out in this document.

SIGNAGE PLACEMENT TOP VIEW



- Retail Unit Application
- Flag Type Sign

2.2 GROUND LEVEL RETAIL SIGNAGE GUIDELINES

2.2.2 TYPICAL SHOPFRONT COVERAGE

DESCRIPTION:

Signage for all retail and F&B shop-fronts must remain within the shop front area only.

SIGNAGE QUANTITY:

Suspended Blade Sign	1pc (minimum)	2pc (shops with two fronts)
Shop Timing Graphics		1ps (optional)
Digital Screen		1pc (optional)
Stand Alone-Sign Board	1pc (optional)	for F&B and restaurants only

EXCEPTIONS:

Signage usage is an integral part of the retail design guidelines.

The infrastructure of the retail platform has been created by the retailer without any harm, or infrastructure alterations to the shell and core handover from DMCC.

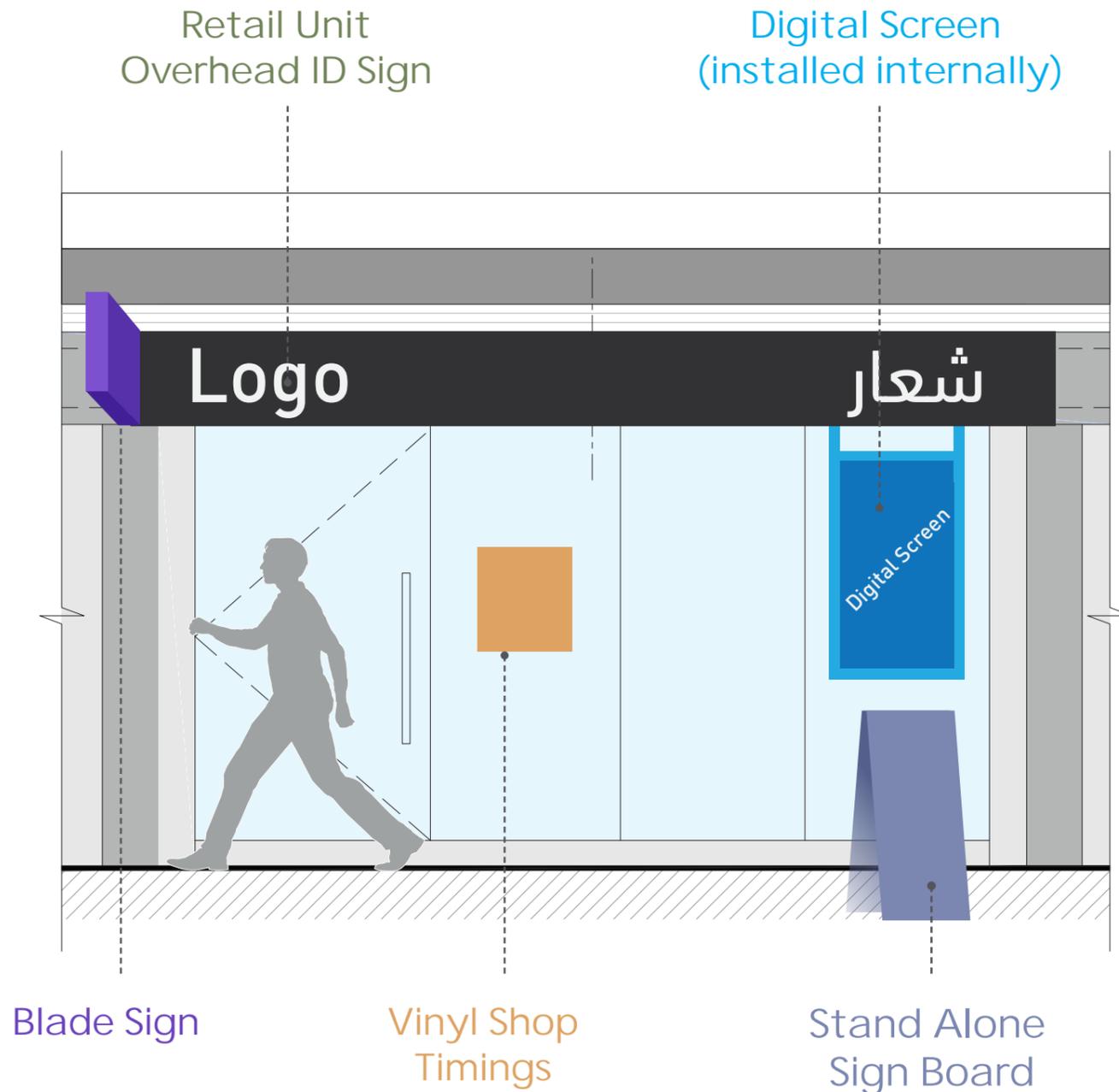
RESTRICTIONS:

Refer to each specific sections for the sign installations.

EXCLUSIONS:

Spa / Female Salon / Kindergarten and BOH areas can have frosted vinyl graphics with a light application of the pattern and logo (Refer to Privacy Vinyl Graphics section).

EXAMPLE OF SIGNAGE COVERAGE FOR A TYPICAL RETAIL UNIT



2.2 GROUND LEVEL RETAIL SIGNAGE GUIDELINES

2.2.3 SIGNAGE SHOPFRONT ID DESIGN

SIGN DIMENSIONS:

Shop signage must be designed and fabricated based on the guidelines outlined on this page.

Main panel to be made of aluminium cladding (3mm) with powder coat painted finish and internal framework. Sign made of durable outdoor materials.

Height of the panel has to take 500mm (h) and 150mm (d) of designated space above the window/door. Sign connected to designated anchor points only with power provision through the wall. Power provision shall be from the retail unit, and a dimmer shall be provided for each sign.

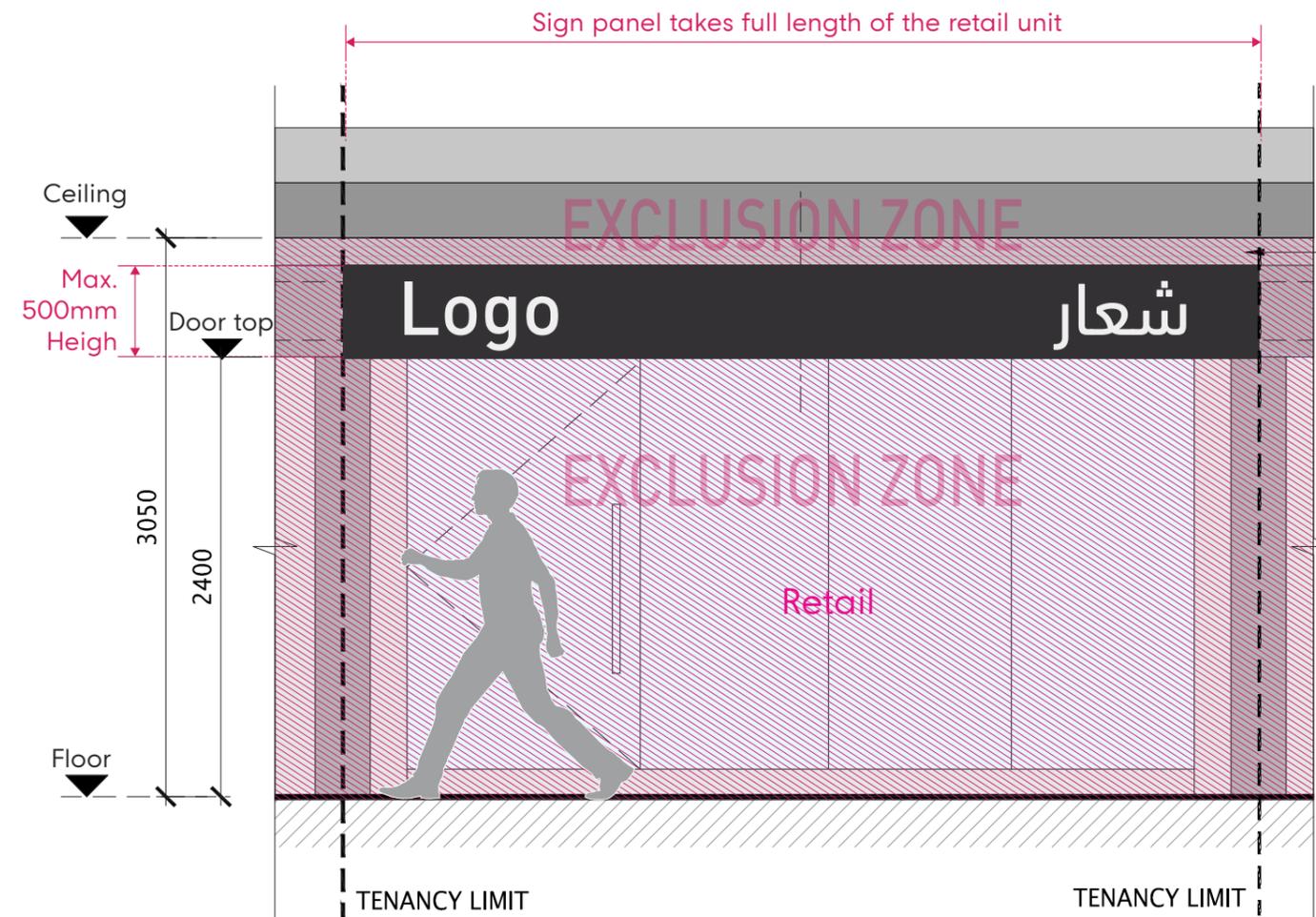
For all three dimensional logo a maximum depth of 50mm is allowed for the signage to protrude from the sign panel front.

Recommended colours for the signage background use



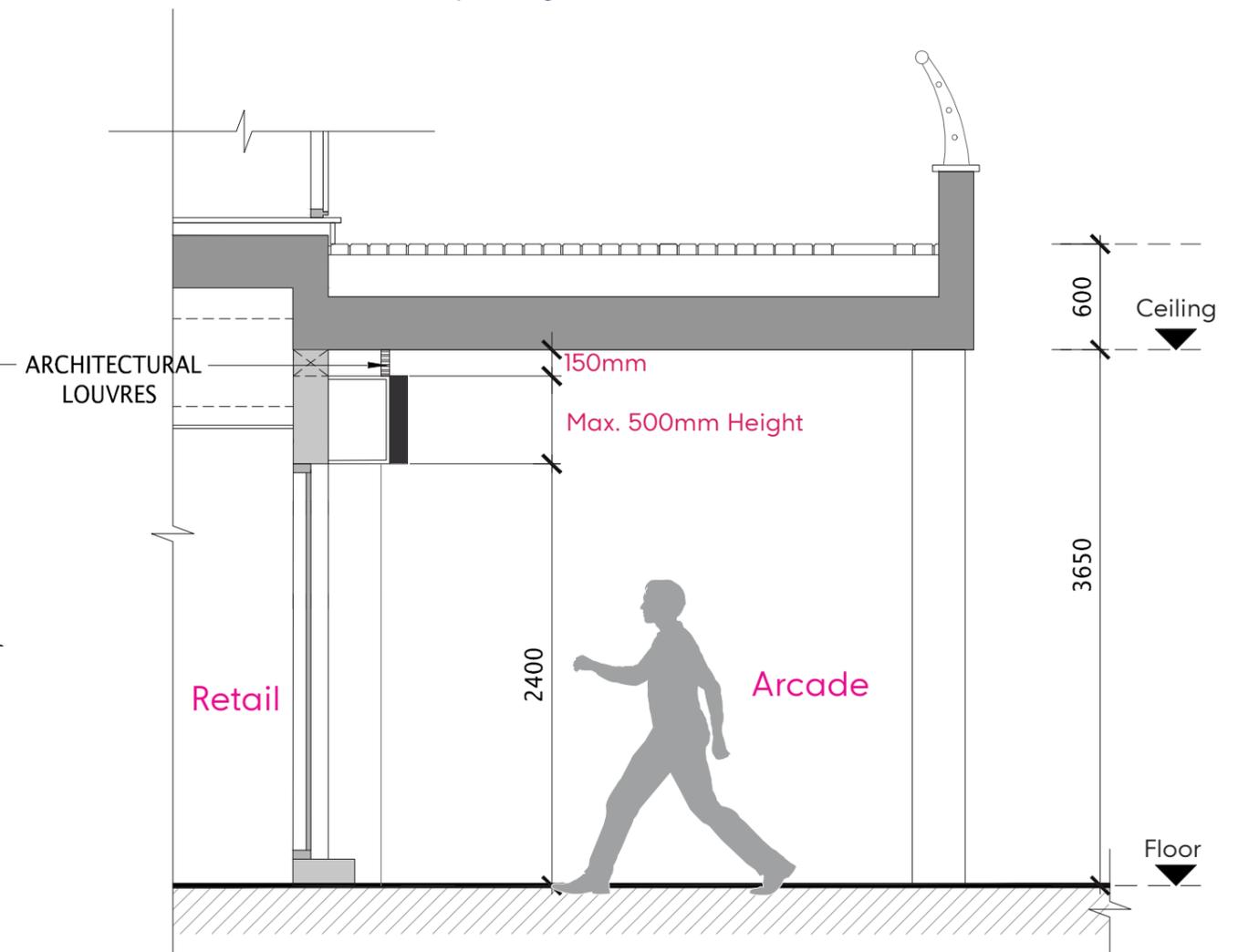
FOR SINGLE RETAIL UNIT IT'S MANDATORY TO HAVE:

- Arabic logo - one quantity
- English logo - one quantity
- Emblem - one quantity



NOTE: Pink hatch signifies the exclusion zones

FRONT VIEW



SECTION

2.2 GROUND LEVEL RETAIL SIGNAGE GUIDELINES

2.2.4 TYPICAL LOGO APPLICATION

LOGO APPLICATIONS:

All tenants logo/name should be always presented with Arabic and English typefaces.

For horizontally placed logo/name, it is recommended to have Arabic logo on the right and English on the left. In a stuck logo position Arabic should be always on top.

Maximum logo/name height is 400mm and minimum 200mm.
Only one emblem per panel with a maximum 450mm height and 1000mm width.

Graphics need to have 60% and more contrast over the sign panel colour.

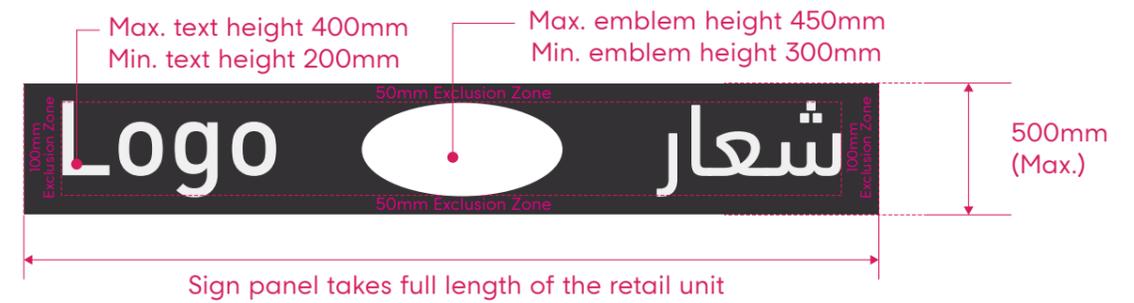
FOR SINGLE RETAIL UNIT IT'S MANDATORY TO HAVE:

- Arabic logo - one quantity
- English logo - one quantity
- Emblem - one quantity

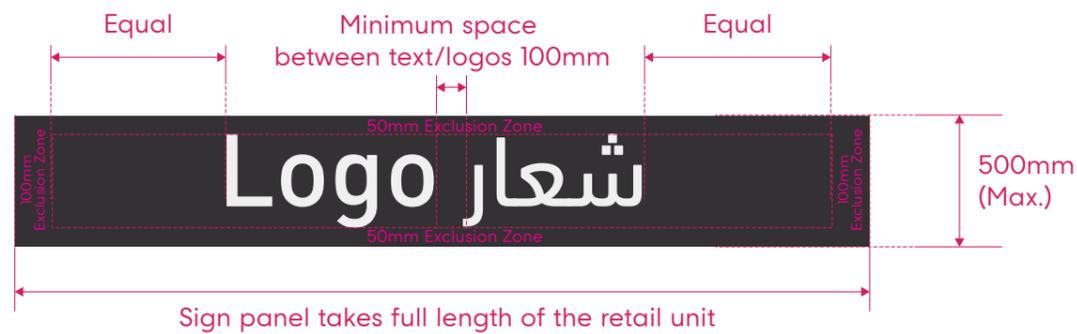
EXAMPLE A - LOGO/NAME ON A SIDE



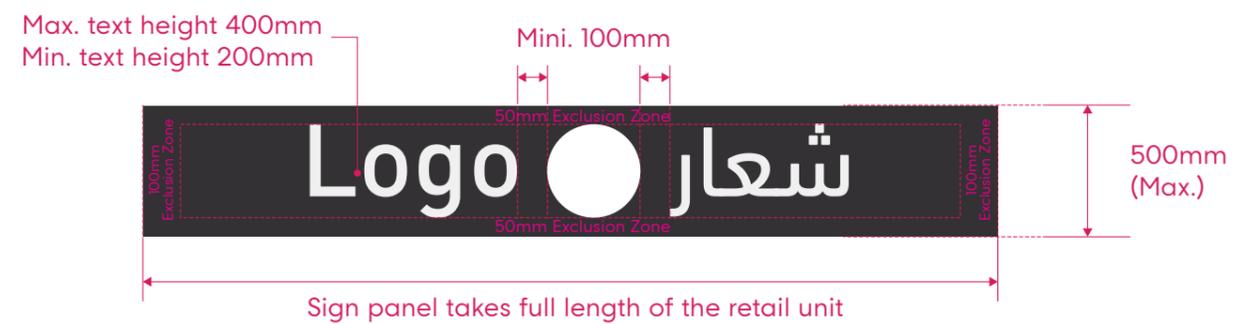
EXAMPLE D - LOGO/NAME ON A SIDE + EMBLEM



EXAMPLE B - LOGO/NAME CENTRED



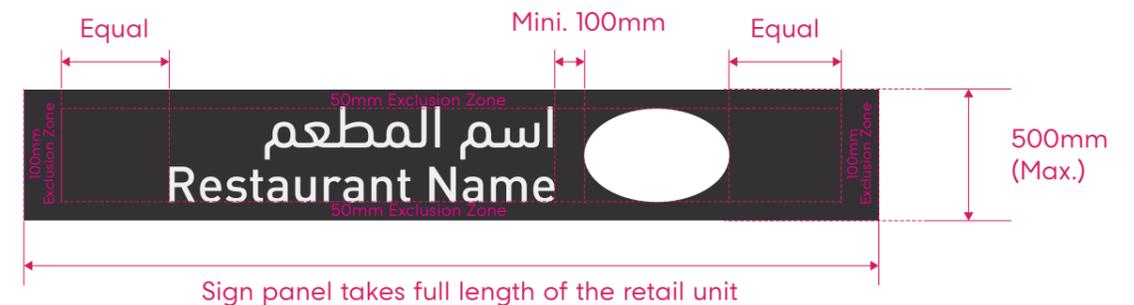
EXAMPLE E - LOGO/NAME CENTRED + EMBLEM



EXAMPLE C - LOGO/NAME STUCK



EXAMPLE F - LOGO/NAME STUCK + EMBLEM



2.2 GROUND LEVEL RETAIL SIGNAGE GUIDELINES

2.2.5 MULTI-SHOPFRONT ID DESIGN

SIGN DIMENSIONS:

Shop signage must be designed and fabricated based on the guidelines outlined on this page.

Main panel to be made of aluminium cladding (3mm) with powder coat painted finish and internal framework. Sign made of durable outdoor materials.

Height of the panel has to take 500mm (h) and 150mm (d) of designated space above the window/door. Sign connected to designated anchor points only with power provision through the wall. Power provision shall be from the retail unit, and a dimmer shall be provided for each sign.

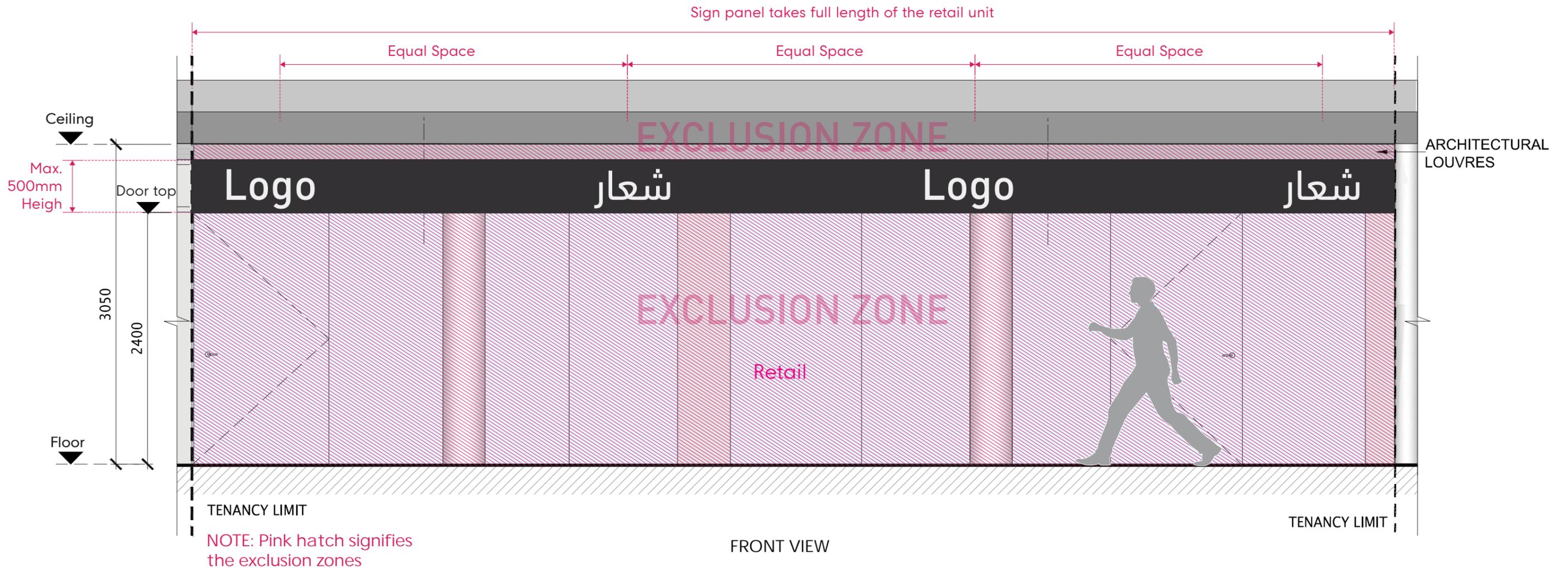
For all three dimensional logo a maximum depth of 50mm is allowed for the signage to protrude from the sign panel front.

Recommended colours for the signage background use



FOR SINGLE RETAIL UNIT IT'S MANDATORY TO HAVE:

- Arabic logo - one quantity
- English logo - one quantity
- Emblem - one quantity



2.2 GROUND LEVEL RETAIL SIGNAGE GUIDELINES

2.2.6 MULTI-SHOPFRONT TYPICAL LOGO APPLICATION

LOGO APPLICATIONS:

All tenants logo/name should be always presented with Arabic and English typefaces.

For horizontally placed logo/name, it is recommended to have Arabic logo on the right and English on the left. In a stuck logo position Arabic should be always on top.

Maximum logo/name height is 400mm and minimum 200mm.

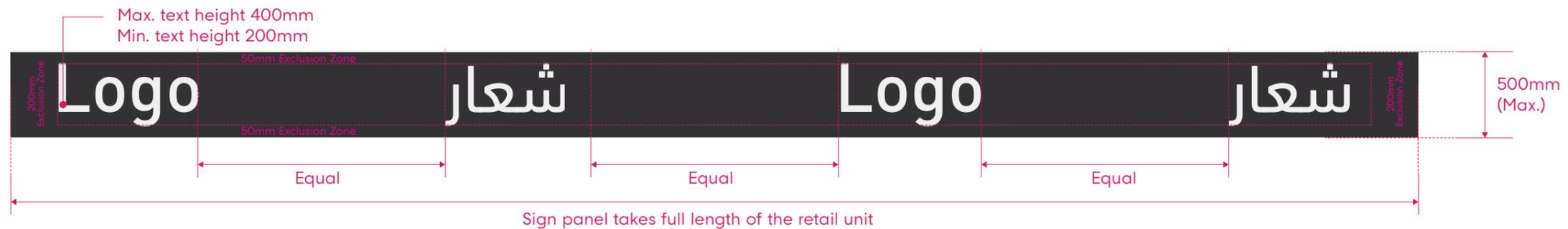
For shops one emblem per panel with a maximum 450mm height and 1000mm width.

Graphics need to have 60% and more contrast over the sign panel colour.

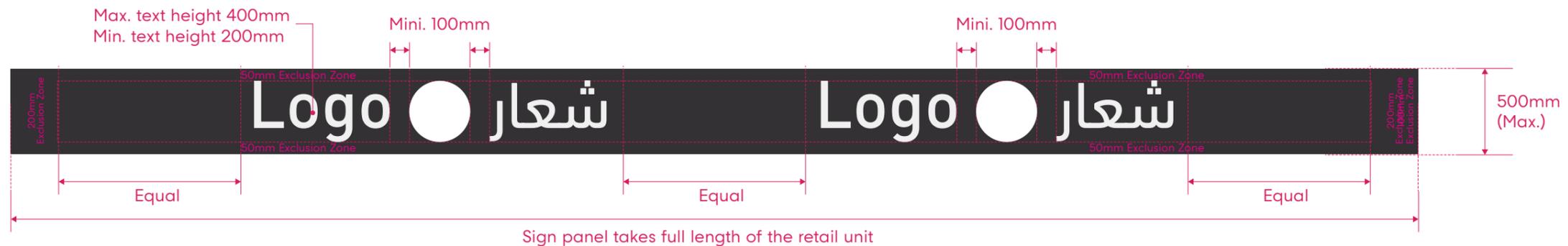
FOR SINGLE RETAIL UNIT IT'S MANDATORY TO HAVE:

- Arabic logo - one quantity
- English logo - one quantity
- Emblem - one quantity

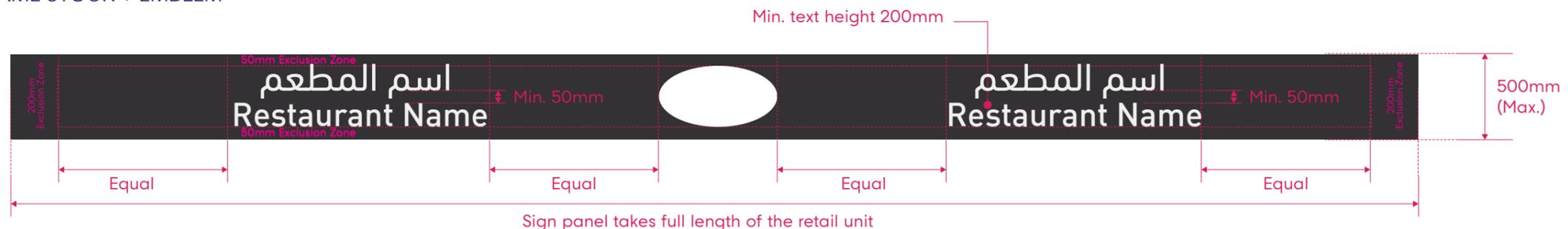
EXAMPLE A - LOGO/NAME ONLY



EXAMPLE B - LOGO/NAME + EMBLEM



EXAMPLE C - LOGO/NAME STUCK + EMBLEM



2.2 GROUND LEVEL RETAIL SIGNAGE GUIDELINES

2.2.8 BLADE SIGN LOGO APPLICATION

LOGO APPLICATIONS:

All tenants logo/name should be always presented with Arabic and English typefaces.

For horizontally placed logo/name, it is recommended to have Arabic logo on the right and English on the left. In a stuck logo position Arabic should be always on top.

Maximum logo/name height is 200mm and minimum 50mm.

Graphics need to have 60% and more contrast over the sign panel colour.

Sign to be internally illuminated with LEDs illumination on a both sides (dimmer included).

Ensure fixation to wall is concealed - no exposed screws.

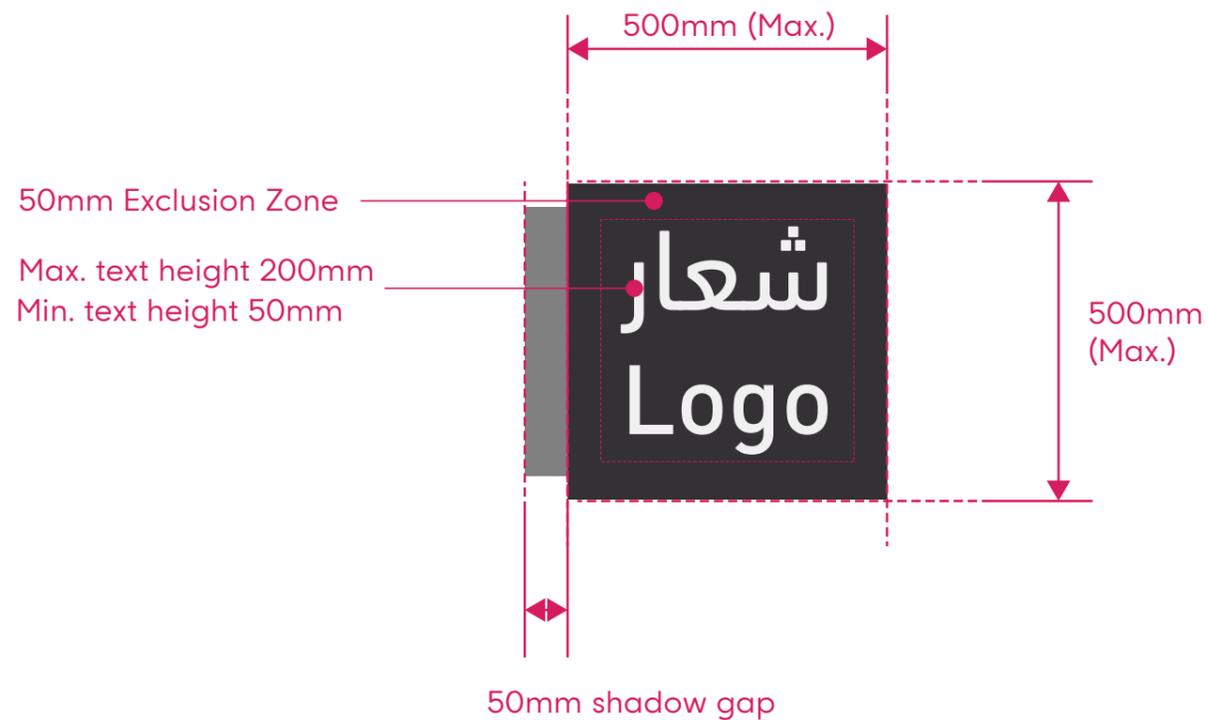
Recommended colours for the signage background use



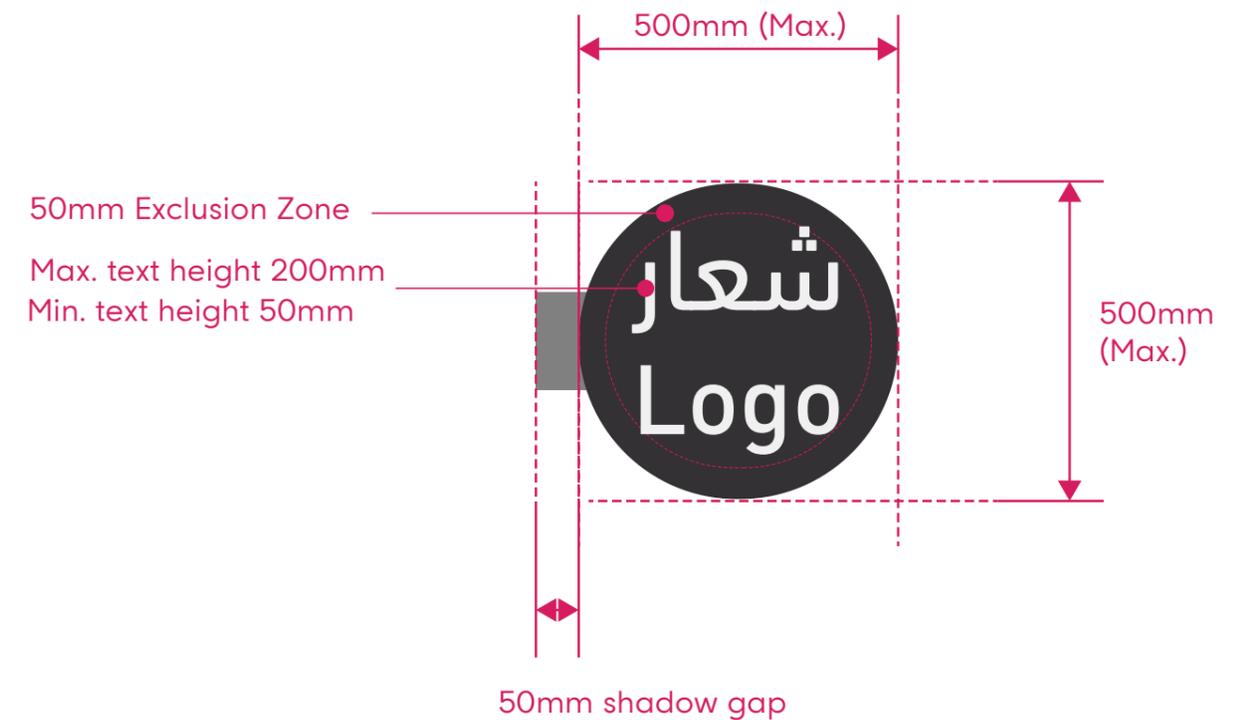
FOR SINGLE RETAIL UNIT IT'S MANDATORY TO HAVE:

- Arabic / English logo - one quantity
- or
- Emblem - one quantity

EXAMPLE A - LOGO/NAME ONLY



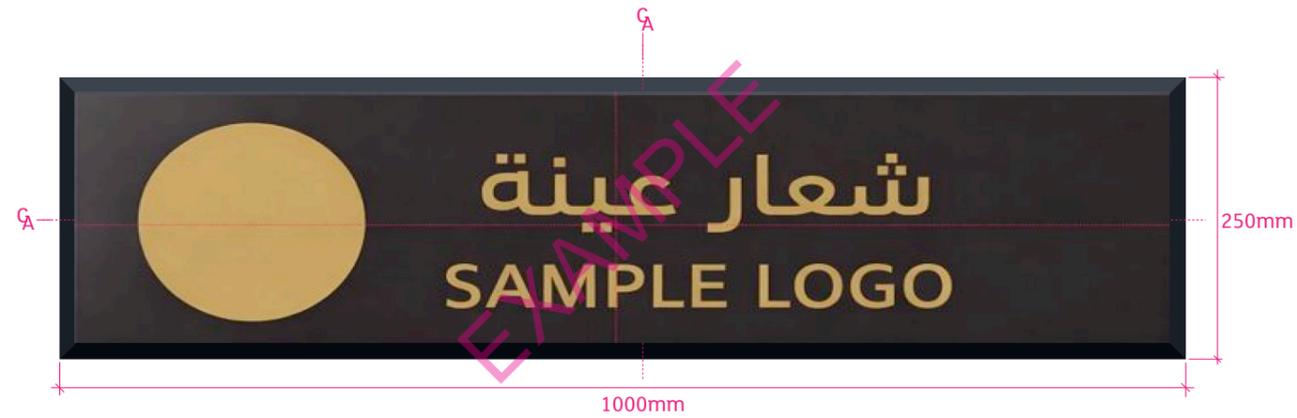
EXAMPLE B - ROUND BLADE SIGN



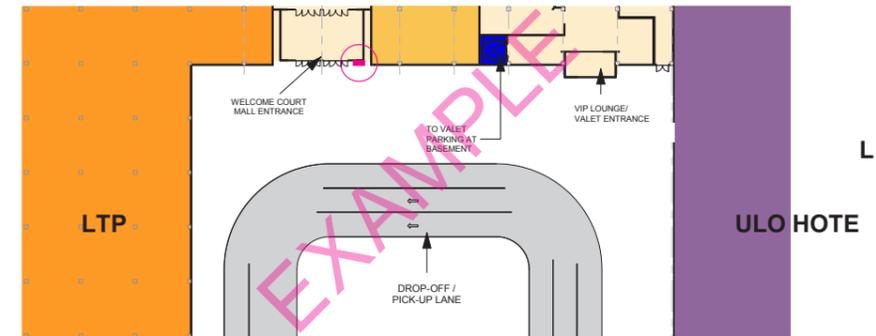
2.2 GROUND LEVEL RETAIL SIGNAGE GUIDELINES

2.2.9 TYPICAL DETAILED DESIGN SUBMISSION EXAMPLE

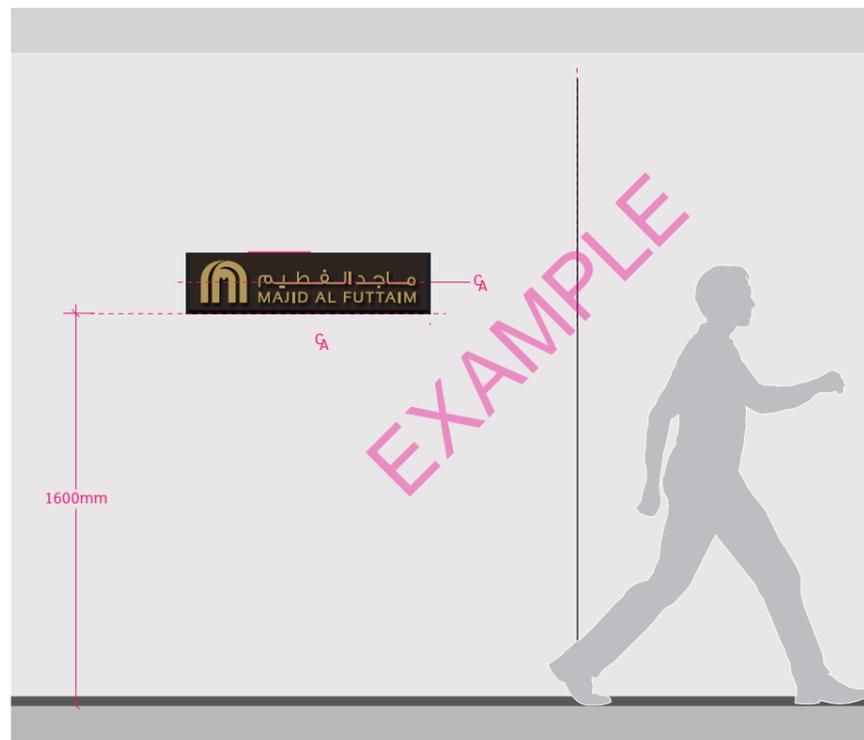
1. SIGNAGE SCHEMATIC



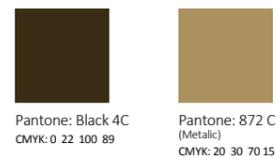
2. SIGNAGE PLACEMENT



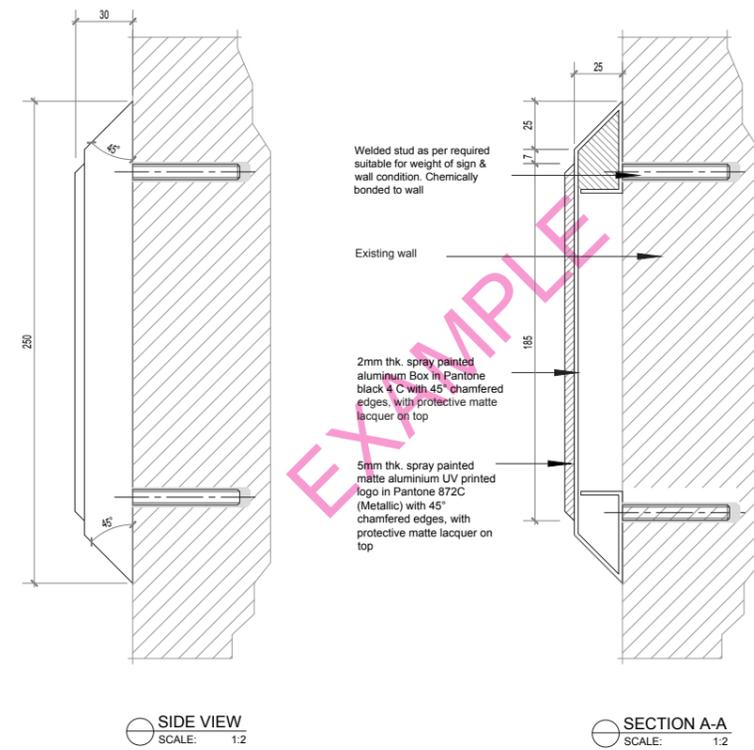
3. SIGNAGE ON ELEVATION



RAL Colors / Materials:



4. DETAILED DESIGN



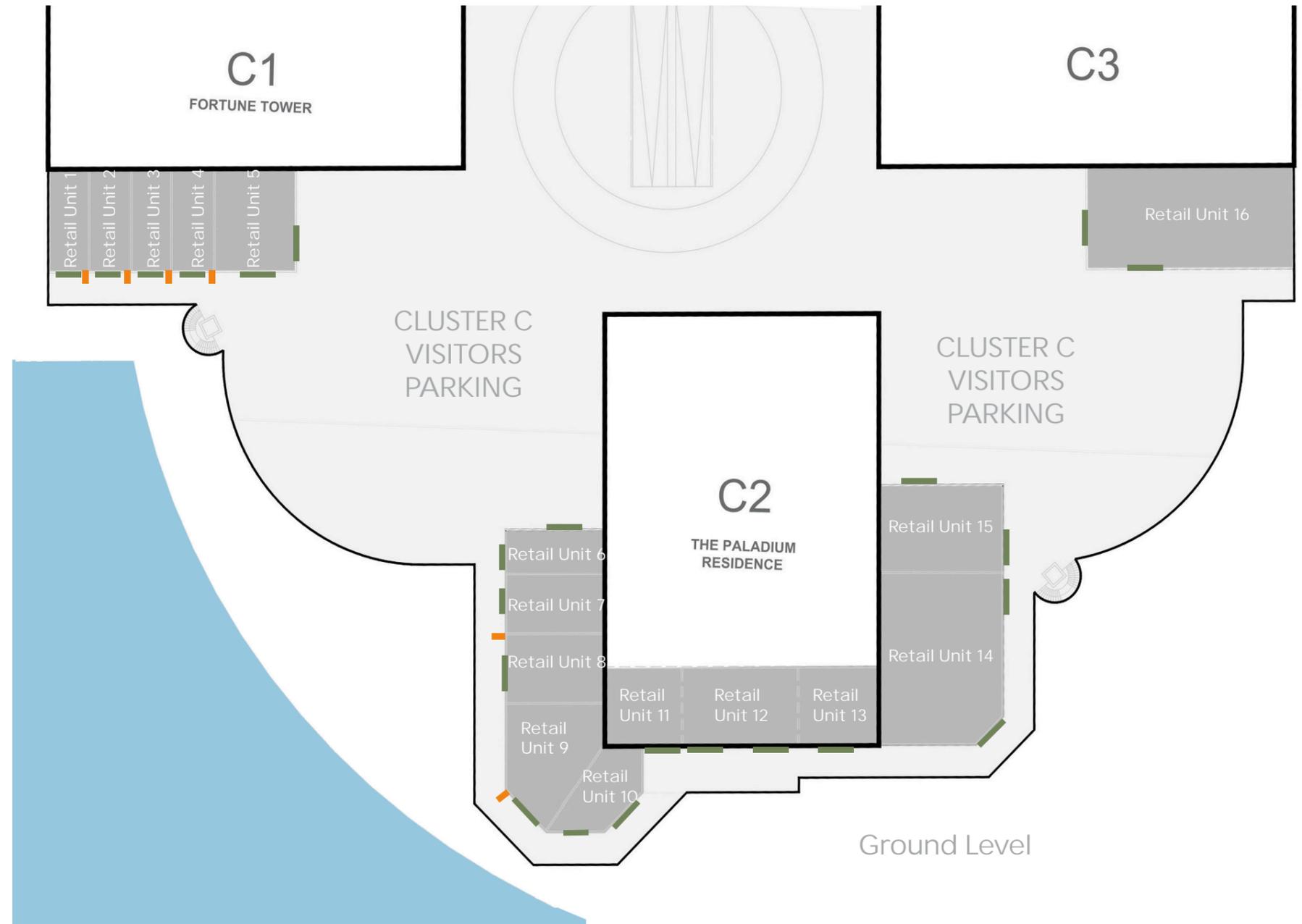
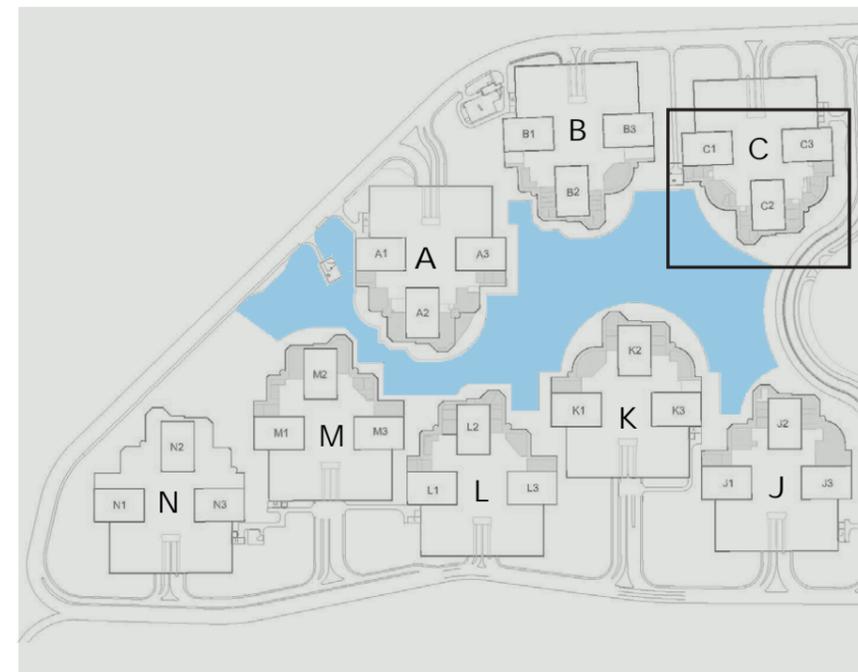
2.3 PODIUM LEVEL RETAIL SIGNAGE GUIDELINES

2.3.1 SIGNAGE PLACEMENT EXAMPLE (CLUSTER C)

PERMISSION PROCESS:

Before requesting approval, please ensure the DMCC guidelines, restrictions, rules & regulations are followed as set out in this document.

SIGNAGE PLACEMENT TOP VIEW



-  Retail Unit Application
-  Flag Type Sign

2.3 PODIUM LEVEL RETAIL SIGNAGE GUIDELINES

2.3.2 TYPICAL SHOPFRONT COVERAGE

DESCRIPTION:

Signage for all retail and F&B shop-fronts must remain within the shop front area only.

SIGNAGE QUANTITY:

Suspended Blade Sign	1pc (minimum) 2pc (shops with two fronts)
Shop Timing Graphics	1ps (optional) 1ps (optional)
Digital Screen	1pc (optional) 1pc (optional)
Stand Alone-Sign Board	1pc (optional) for F&B and restaurants only

EXCEPTIONS:

Signage usage is an integral part of the retail design guidelines.

The infrastructure of the retail platform has been created by the retailer without any harm, or infrastructure alterations to the shell and core handover from DMCC.

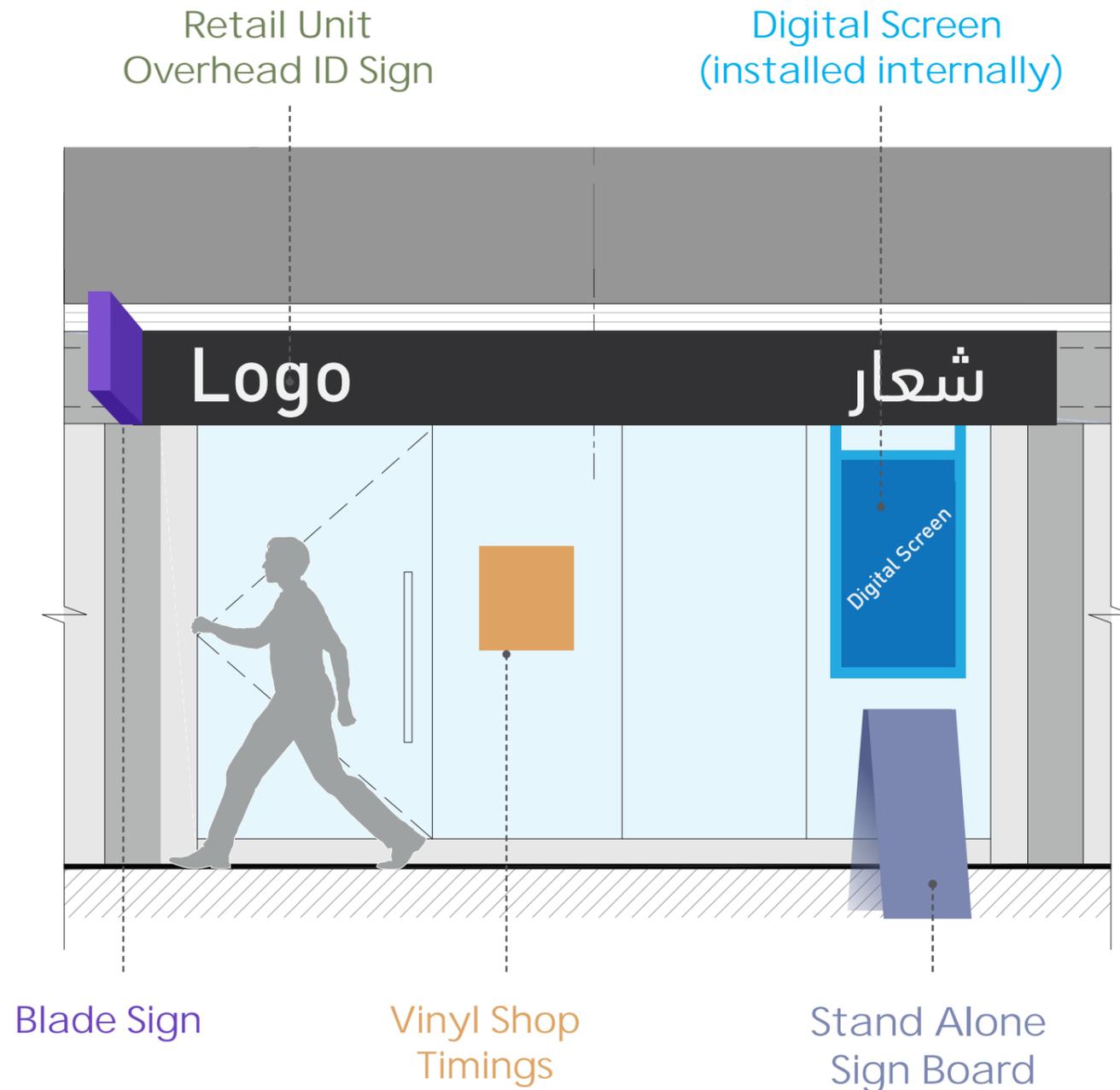
RESTRICTIONS:

Refer to each specific sections for the sign installations.

EXCLUSIONS:

Spa / Female Salon / Kindergarten and BOH areas can have frosted vinyl graphics with a light application of the pattern and logo (Refer to Privacy Vinyl Graphics section).

EXAMPLE OF SIGNAGE COVERAGE FOR A TYPICAL RETAIL UNIT



2.3 PODIUM LEVEL RETAIL SIGNAGE GUIDELINES

2.3.3 SIGNAGE SHOPFRONT ID DESIGN

SIGN DIMENSIONS:

Shop signage must be designed and fabricated based on the guidelines outlined on this page.

Main panel to be made of aluminium cladding (3mm) with powder coat painted finish and internal framework. Sign made of durable outdoor materials.

Height of the panel has to take 750mm (h) and 150mm (d) of designated space above the window/door. Sign connected to designated anchor points only with power provision through the wall. Power provision shall be from the retail unit, and a dimmer shall be provided for each sign.

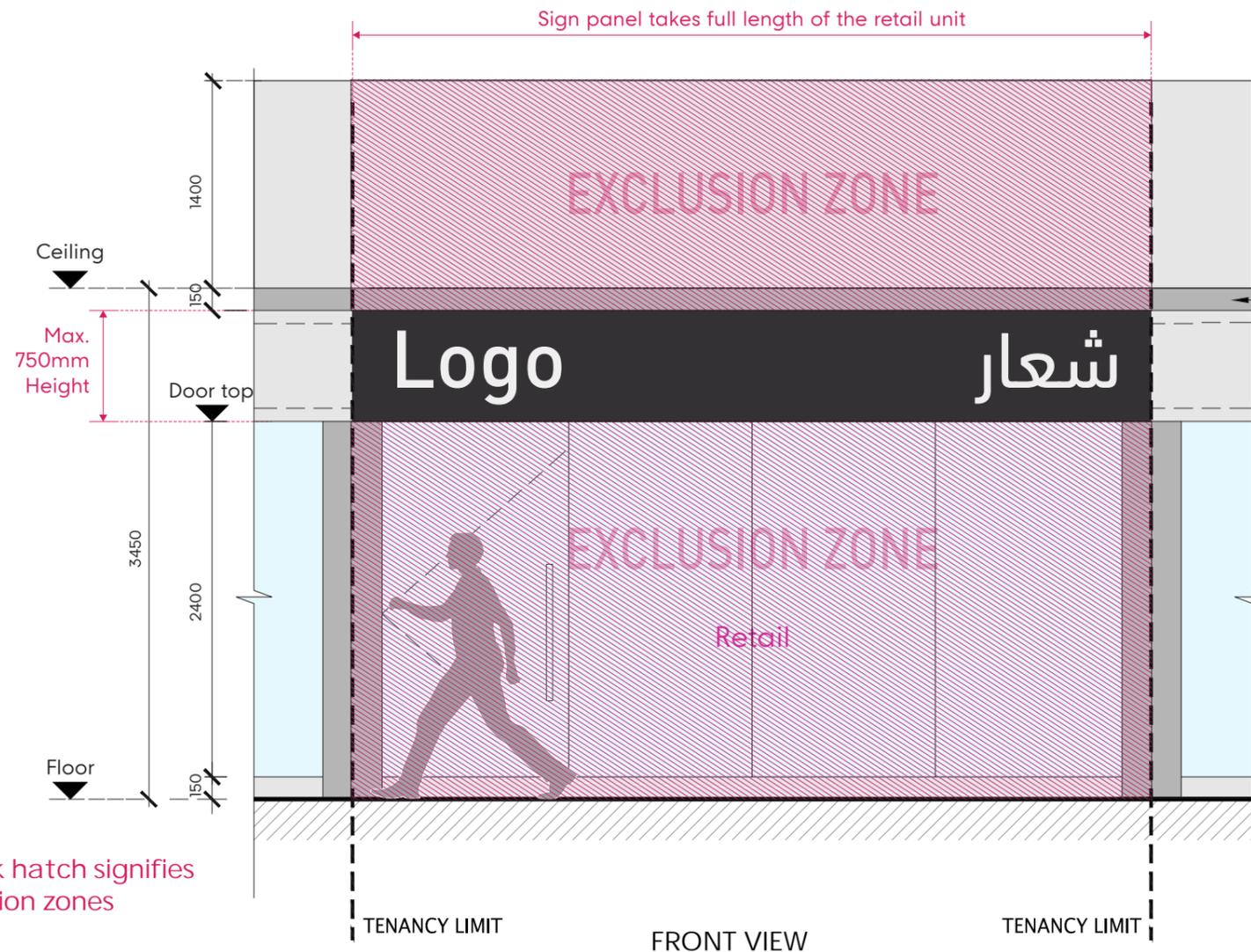
For all three dimensional logo a maximum depth of 50mm is allowed for the signage to protrude from the sign panel front.

Recommended colours for the signage background use

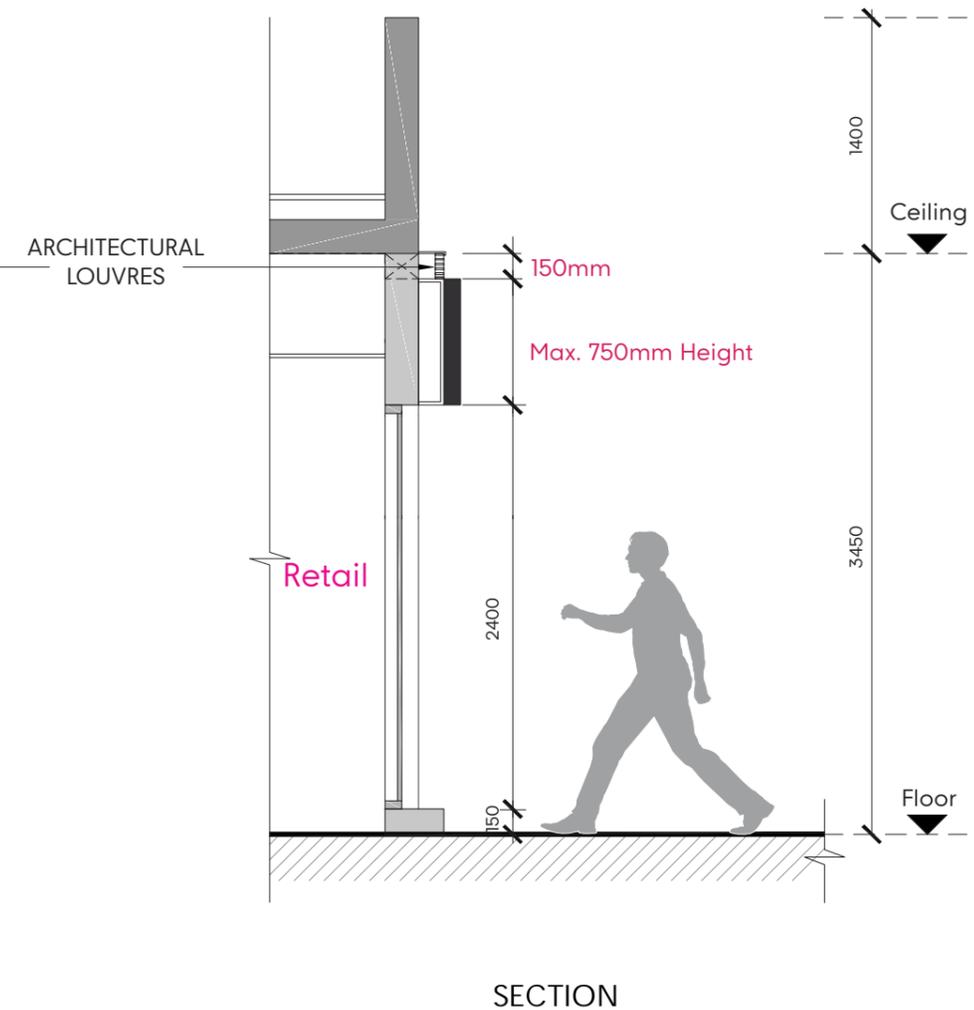


FOR SINGLE RETAIL UNIT IT'S MANDATORY TO HAVE:

- Arabic logo - one quantity
- English logo - one quantity
- Emblem - one quantity



NOTE: Pink hatch signifies the exclusion zones



2.3 PODIUM LEVEL RETAIL SIGNAGE GUIDELINES

2.3.4 TYPICAL LOGO APPLICATION

LOGO APPLICATIONS:

All tenants logo/name should be always presented with Arabic and English typefaces.

For horizontally placed logo/name, it is recommended to have Arabic logo on the right and English on the left. In a stuck logo position, Arabic should be always on top.

Maximum logo/name height is 500mm and minimum 300mm.
Only one emblem per panel with a maximum 750mm height and 1000mm width.

Graphics need to have 60% and more contrast over the sign panel colour.

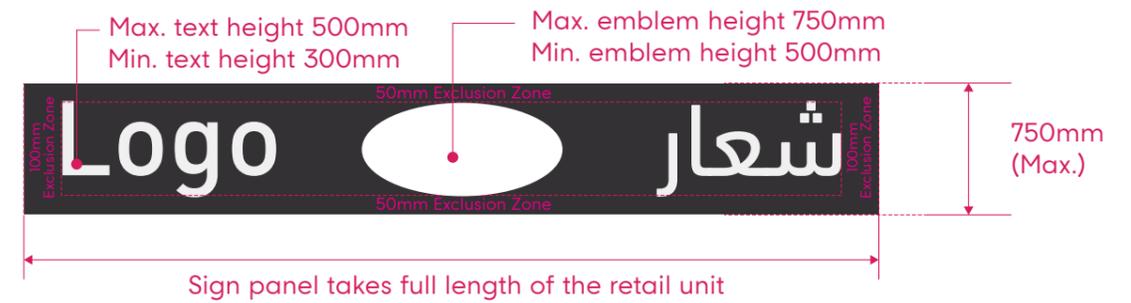
FOR SINGLE RETAIL UNIT IT'S MANDATORY TO HAVE:

- Arabic logo - one quantity
- English logo - one quantity
- Emblem - one quantity

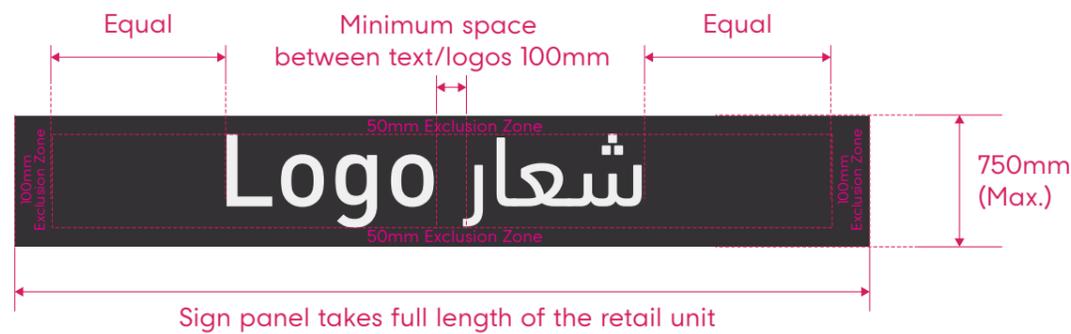
EXAMPLE A - LOGO/NAME ON A SIDE



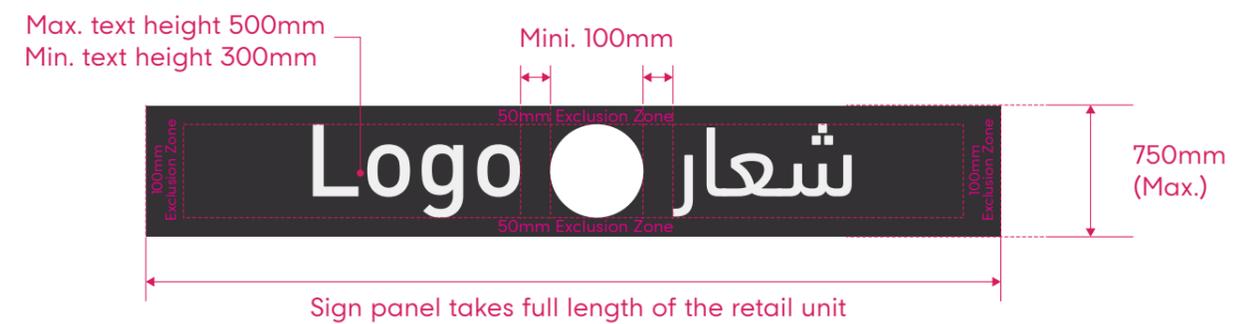
EXAMPLE D - LOGO/NAME ON A SIDE + EMBLEM



EXAMPLE B - LOGO/NAME CENTRED



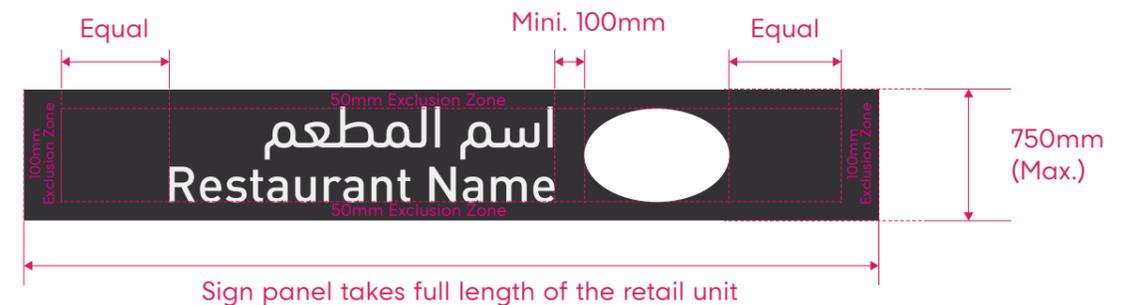
EXAMPLE E - LOGO/NAME CENTRED + EMBLEM



EXAMPLE C - LOGO/NAME STUCK



EXAMPLE F - LOGO/NAME STUCK + EMBLEM



2.3 PODIUM LEVEL RETAIL SIGNAGE GUIDELINES

2.3.5 MULTI-SHOPFRONT ID DESIGN

SIGN DIMENSIONS:

Shop signage must be designed and fabricated based on the guidelines outlined on this page.

Main panel to be made of aluminium cladding (3mm) with powder coat painted finish and internal framework. Sign made of durable outdoor materials.

Height of the panel has to take 750mm (h) and 150mm (d) of designated space above the window/door. Sign connected to designated anchor points only with power provision through the wall. Power provision shall be from the retail unit, and a dimmer shall be provided for each sign.

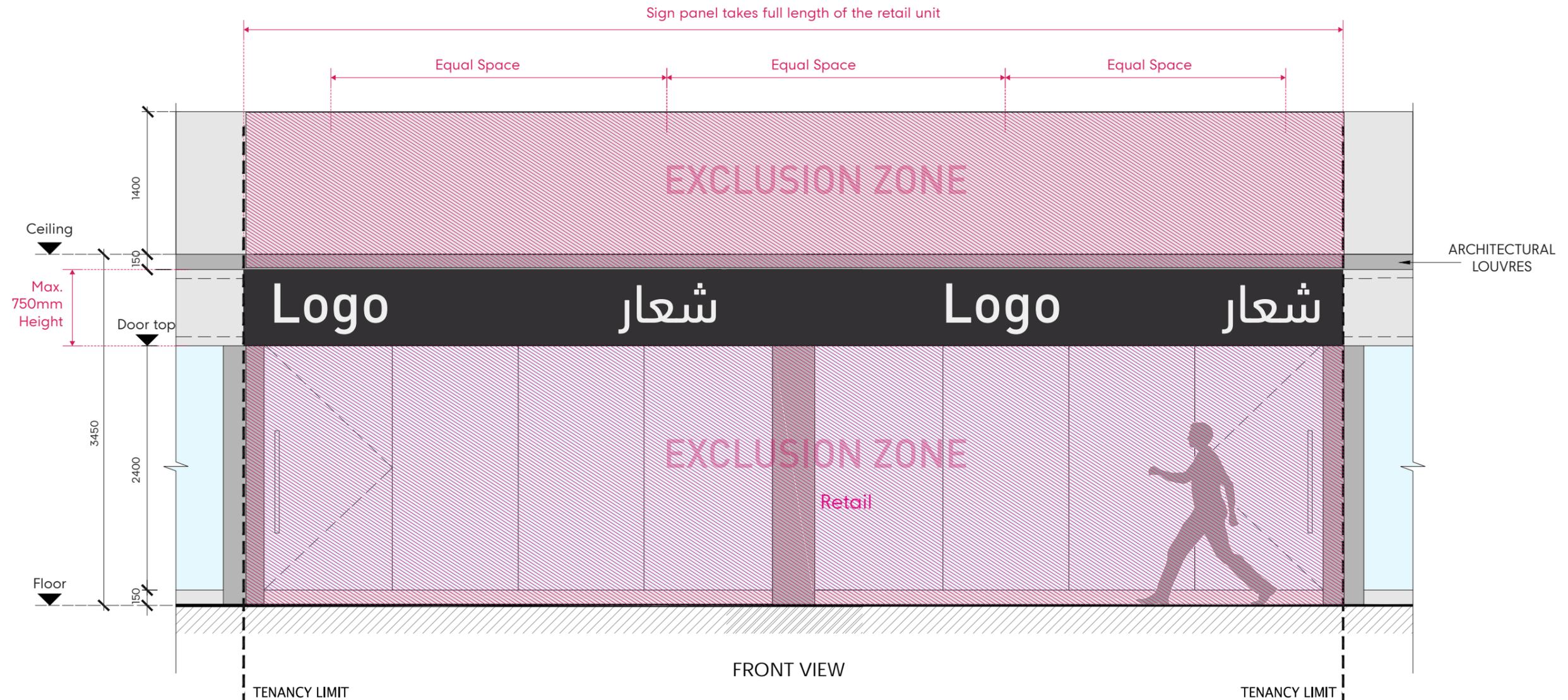
For all three dimensional logo a maximum depth of 50mm is allowed for the signage to protrude from the sign panel front.

Recommended colours for the signage background use



FOR SINGLE RETAIL UNIT IT'S MANDATORY TO HAVE:

- Arabic logo - one quantity
- English logo - one quantity
- Emblem - one quantity



2.3 PODIUM LEVEL RETAIL SIGNAGE GUIDELINES

2.3.6 MULTI-SHOPFRONT TYPICAL LOGO APPLICATION

LOGO APPLICATIONS:

All tenants logo/name should be always presented with Arabic and English typefaces.

For horizontally placed logo/name, it is recommended to have Arabic logo on the right and English on the left. In a stuck logo position, Arabic should be always on top.

Maximum logo/name height is 500mm and minimum 300mm.

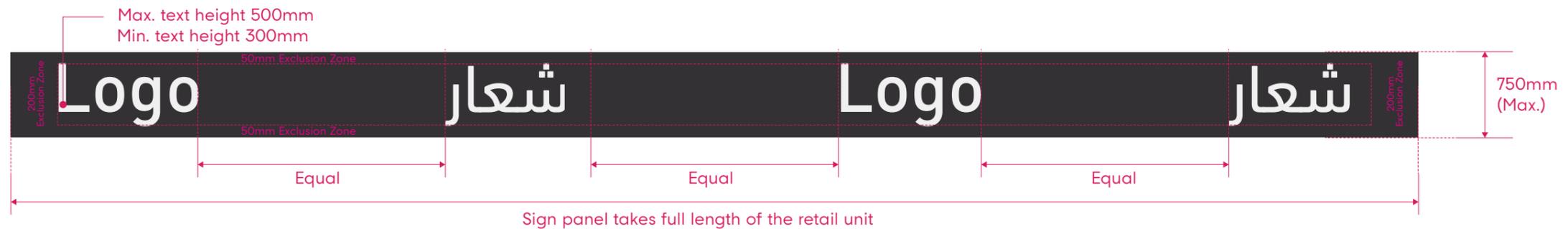
For shops one emblem per panel with a maximum 750mm height and 1000mm width.

Graphics need to have 60% and more contrast over the sign panel colour.

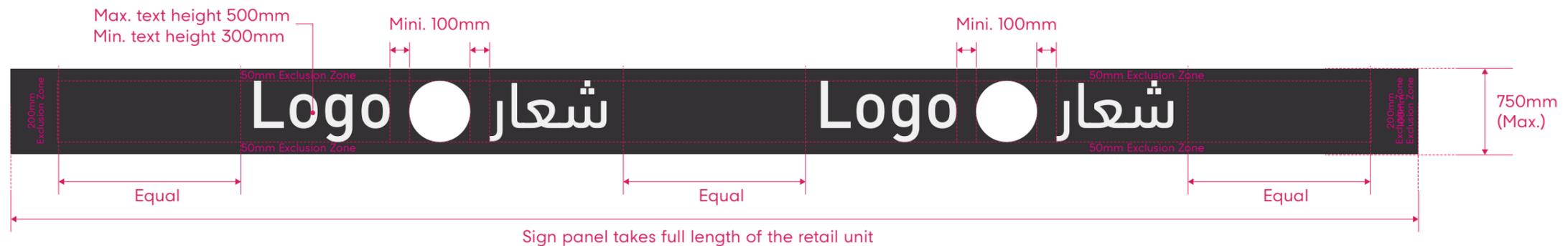
FOR SINGLE RETAIL UNIT IT'S MANDATORY TO HAVE:

- Arabic logo - one quantity
- English logo - one quantity
- Emblem - one quantity

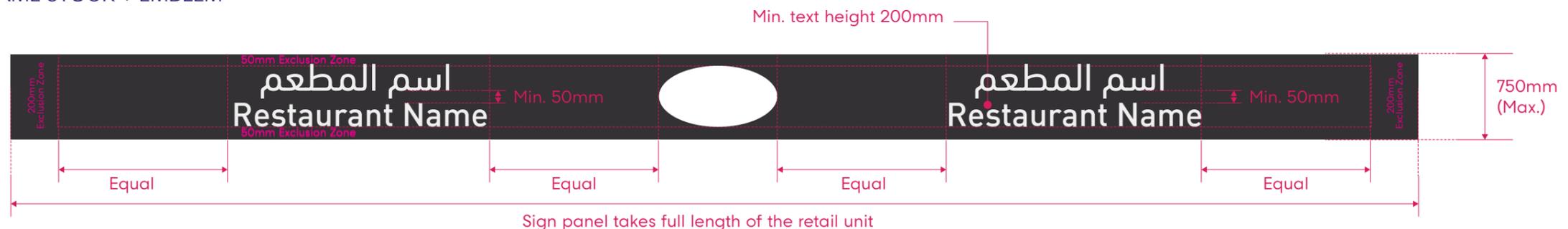
EXAMPLE A - LOGO/NAME ONLY



EXAMPLE B - LOGO/NAME + EMBLEM



EXAMPLE C - LOGO/NAME STUCK + EMBLEM



2.3 PODIUM LEVEL RETAIL SIGNAGE GUIDELINES

2.3.7 BLADE SIGN (OPTIONAL)

SIGN DIMENSIONS:

Blade signage must be designed and fabricated based on the guidelines outlined on this page.

Main panel to be made of aluminium cladding (3mm) with powder coat painted finish and internal framework. Sign made of durable outdoor materials.

Size of the blade panel has to take 750mm (h) x 750mm (w) and 150mm (d) of designated space on the left side ONLY of the shop limit.

Sign connected to designated anchor points only with power provision through the wall. Power provision shall be from the retail unit, and a dimmer shall be provided for each sign.

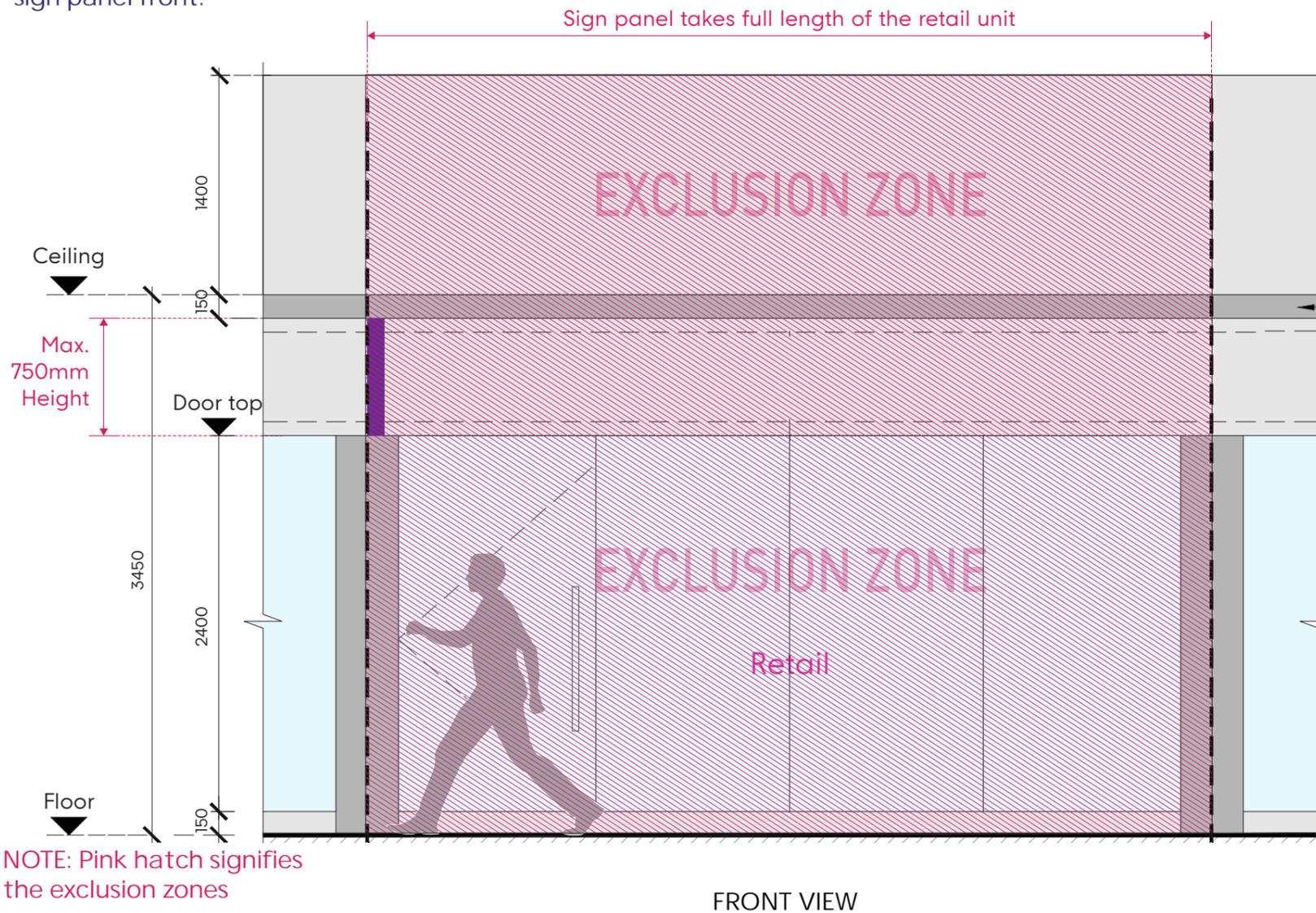
For all three dimensional logo a maximum depth of 50mm is allowed for the signage to protrude from the sign panel front.

Recommended colours for the signage background use

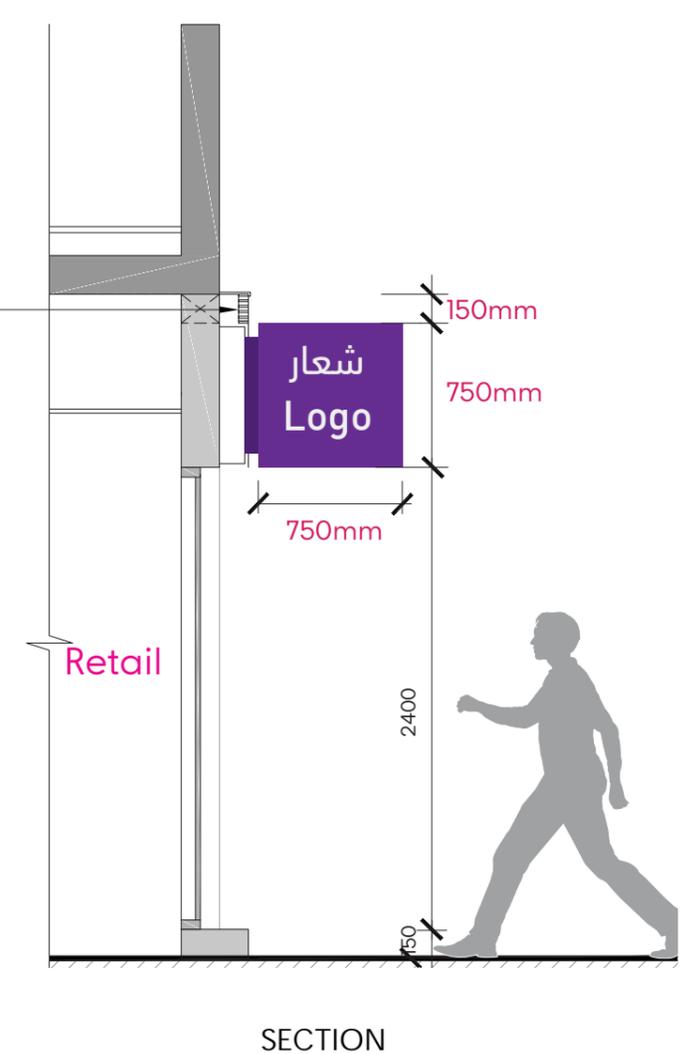


FOR SINGLE RETAIL UNIT IT'S MANDATORY TO HAVE:

- Arabic / English logo - one quantity
- or
- Emblem - one quantity



NOTE: Pink hatch signifies the exclusion zones



2.3 PODIUM LEVEL RETAIL SIGNAGE GUIDELINES

2.3.8 BLADE SIGN LOGO APPLICATION

LOGO APPLICATIONS:

All tenants logo/name should be always presented with Arabic and English typefaces.

For horizontally placed logo/name, it is recommended to have Arabic logo on the right and English on the left. In a stuck logo position, Arabic should be always on top.

Maximum logo/name height is 300mm and minimum 100mm.

Graphics need to have 60% and more contrast over the sign panel colour.

Sign to be internally illuminated with LEDs illumination on a both sides (dimmer included).

Ensure fixation to wall is concealed - no exposed screws.

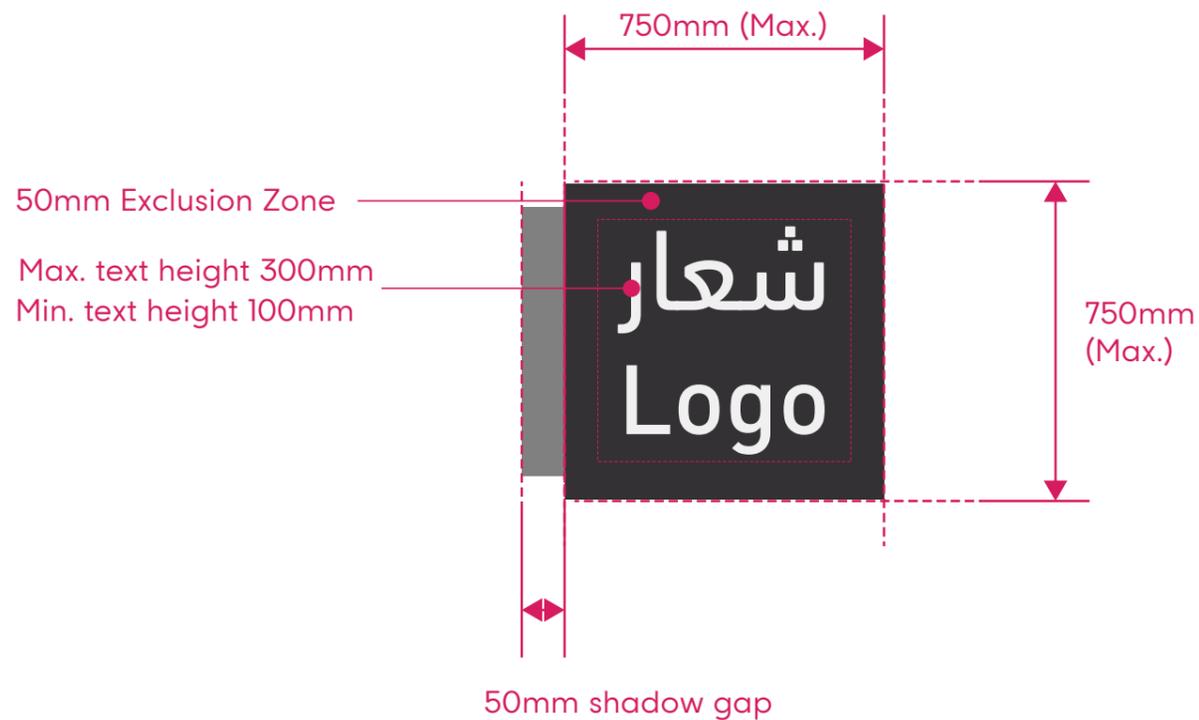
Recommended colours for the signage background use



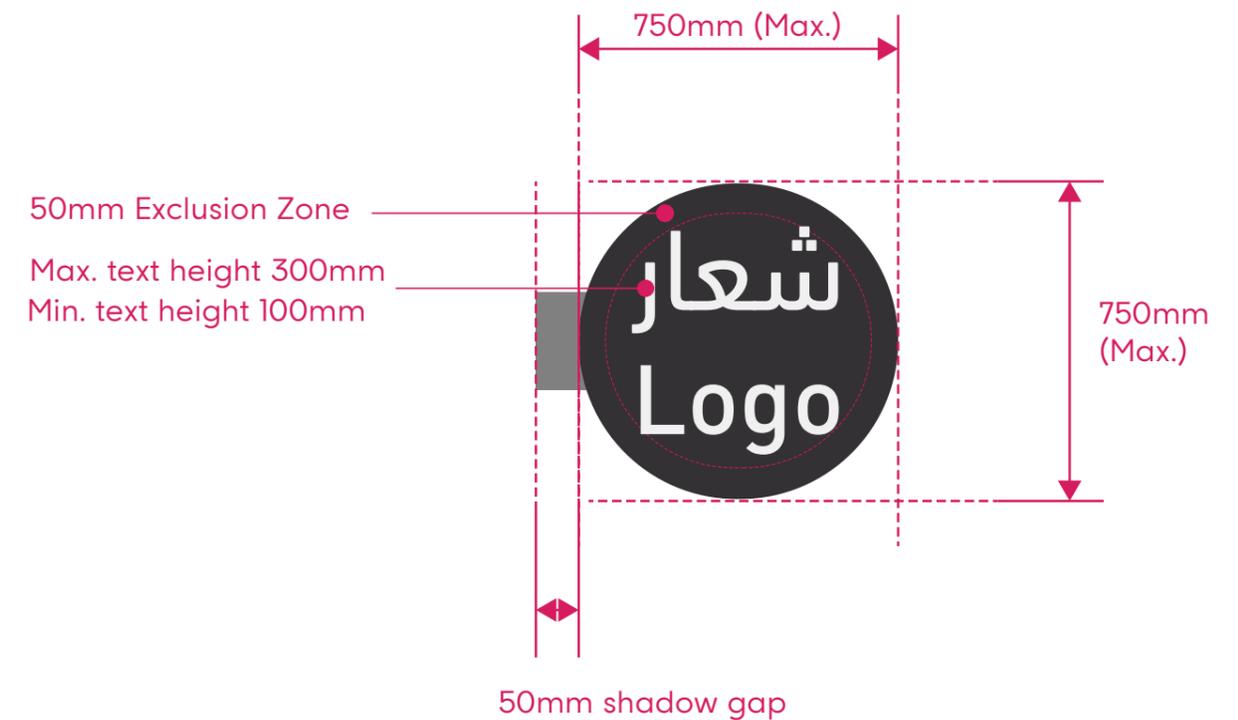
FOR SINGLE RETAIL UNIT IT'S MANDATORY TO HAVE:

- Arabic / English logo - one quantity
- or
- Emblem - one quantity

EXAMPLE A - LOGO/NAME ONLY



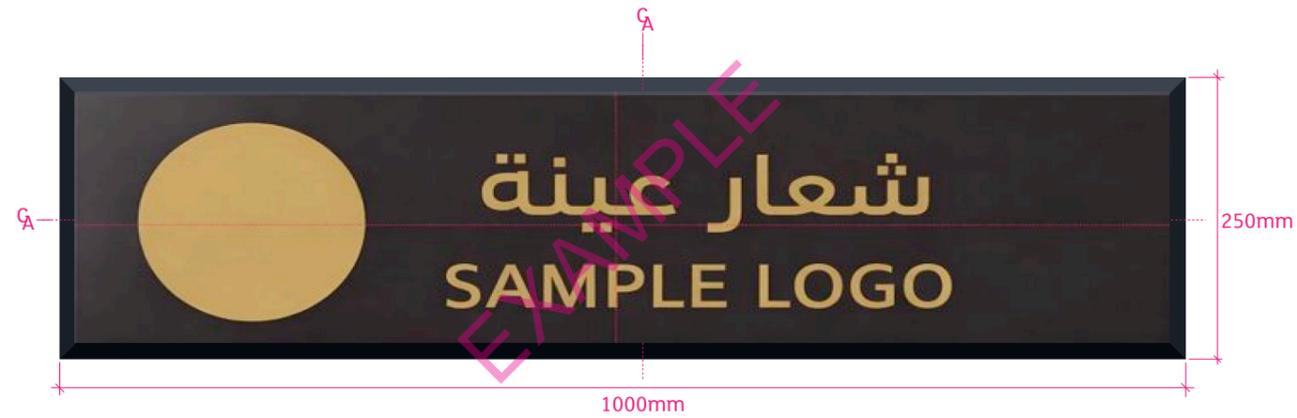
EXAMPLE B - ROUND BLADE SIGN



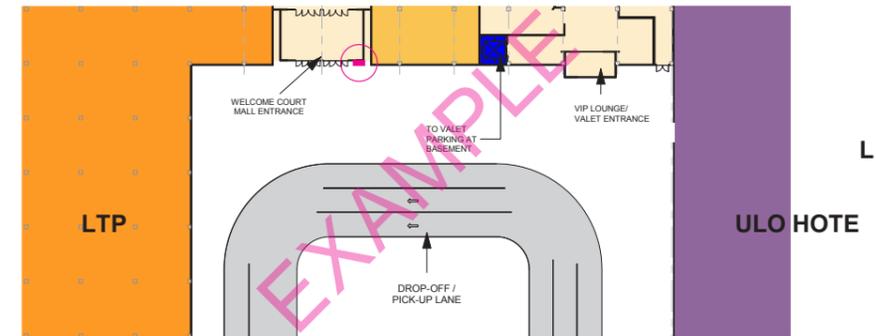
2.3 PODIUM LEVEL RETAIL SIGNAGE GUIDELINES

2.3.9 TYPICAL DETAILED DESIGN SUBMISSION EXAMPLE

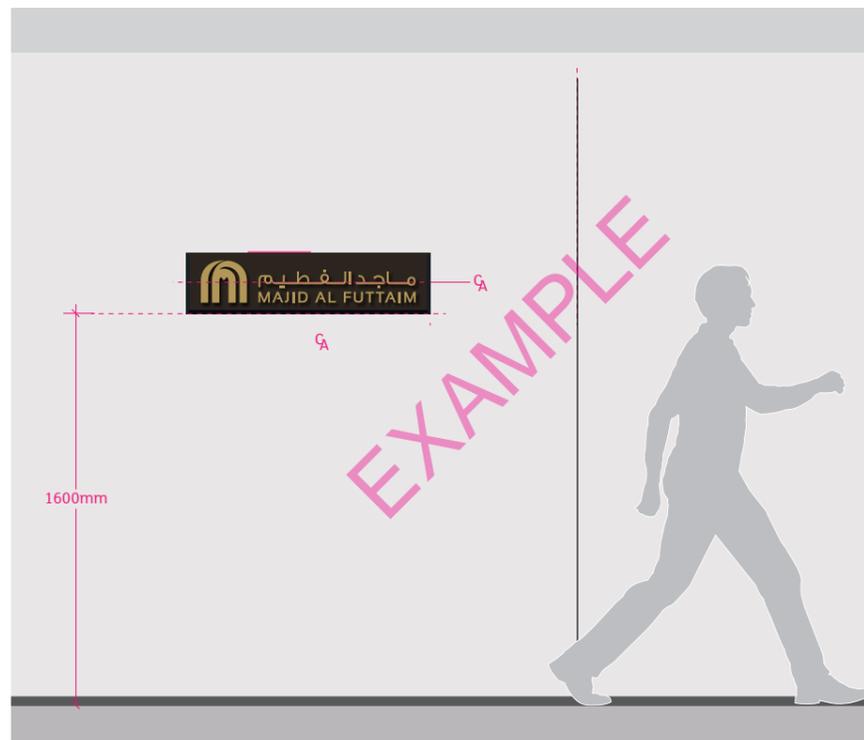
1. SIGNAGE SCHEMATIC



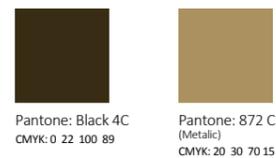
2. SIGNAGE PLACEMENT



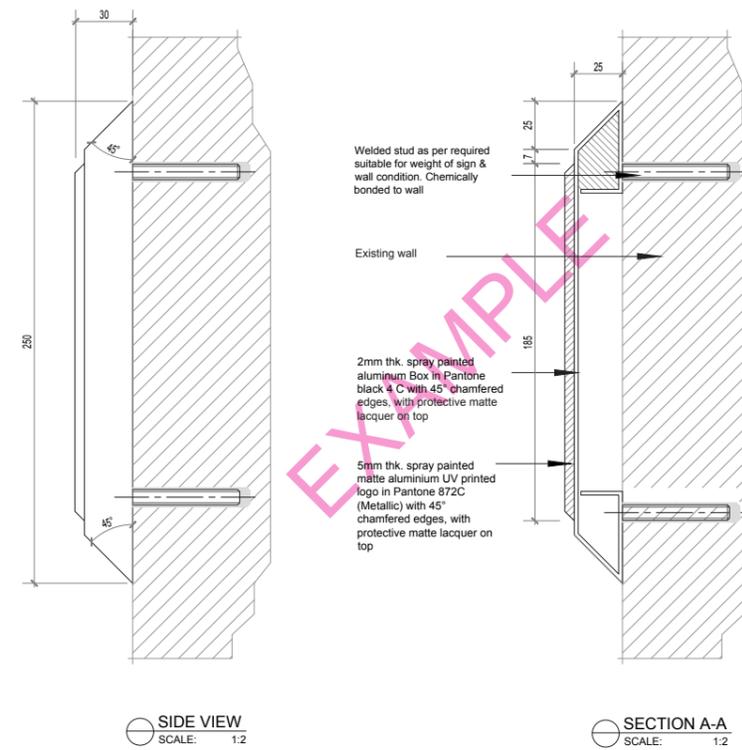
3. SIGNAGE ON ELEVATION



RAL Colors / Materials:



4. DETAILED DESIGN



2.4 OTHER PERMITTED SIGNAGE TYPES

2.4.1 DIGITAL SCREEN (OPTIONAL)

SCREEN SPECIFICATIONS:

Optionally each shop can have one digital screen for promotional tenant video graphics only.

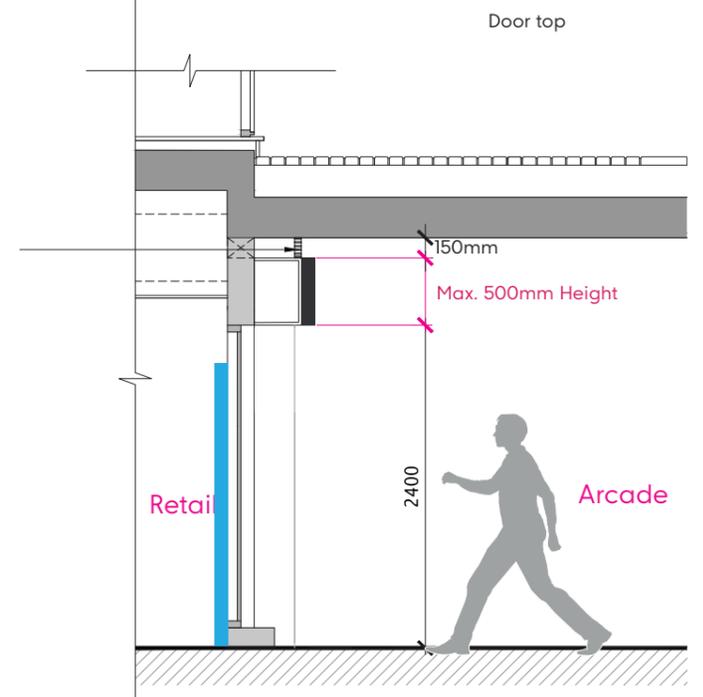
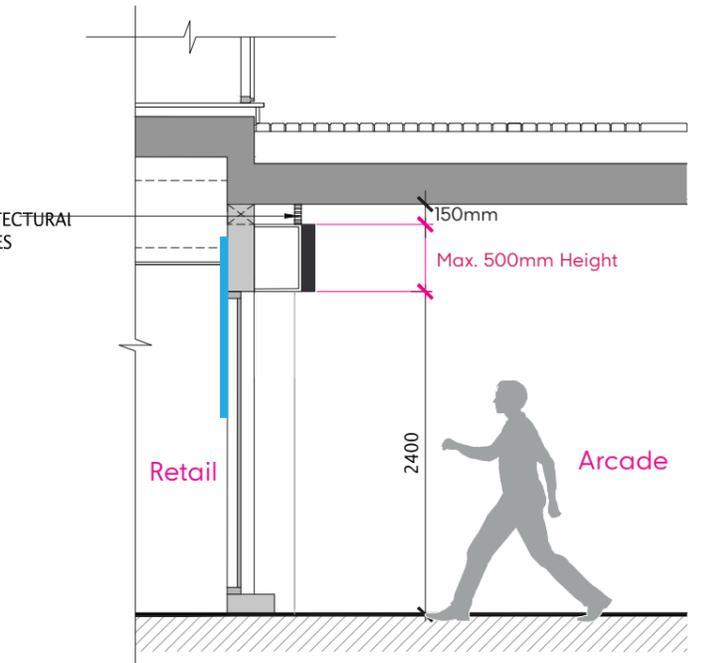
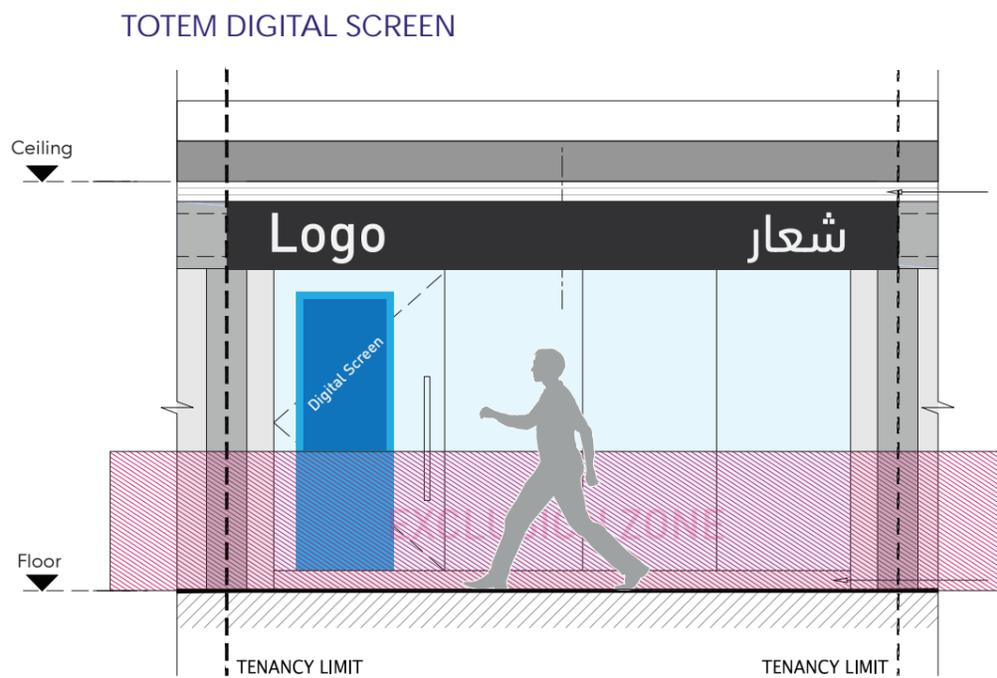
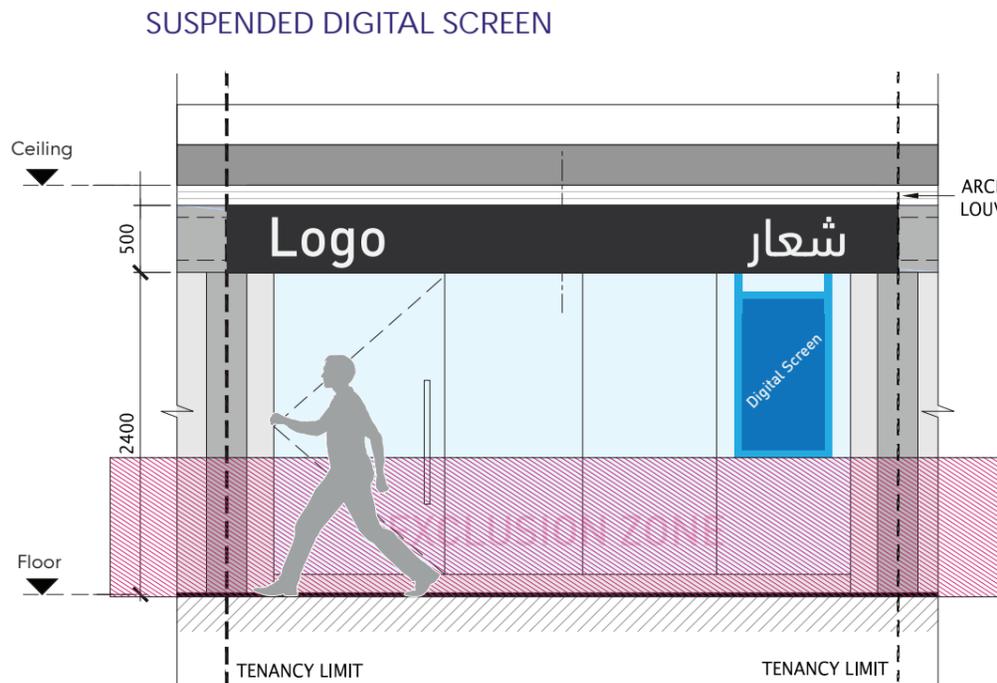
Suspended sign from the ceiling preferably 50inch vertically oriented. It could be any type of available on market technology.

Totem sign could have already made solution systems, as long as it is within 50inch screen parameters.

Power provision has to be from retail unit and only works in operational hours, should have adjustable brightness controller. All cabling must be fully concealed.

Information preferably presented with English and Arabic context.

EXAMPLE OF DIGITAL SCREENS



2.4 OTHER PERMITTED SIGNAGE TYPES

2.4.2 OPERATING HOURS (OPTIONAL)

RETAIL LOGO / OPENING HOURS / CONTACT PHONE NUMBER:

It is preferred that windows graphic design and text take not more than a 1m x 1m of the window space (see below exclusion guidelines).

Fixed directly to window on a right side of the entry where possible.

MATERIALITY:

All graphics applied to windows shop front is from high grade outdoor 3M vinyl sticker.
Digitally printed graphics on clear vinyl.
High quality 3M vinyl should be used with at least a 3 year warranty to avoid discolour and sun damage.

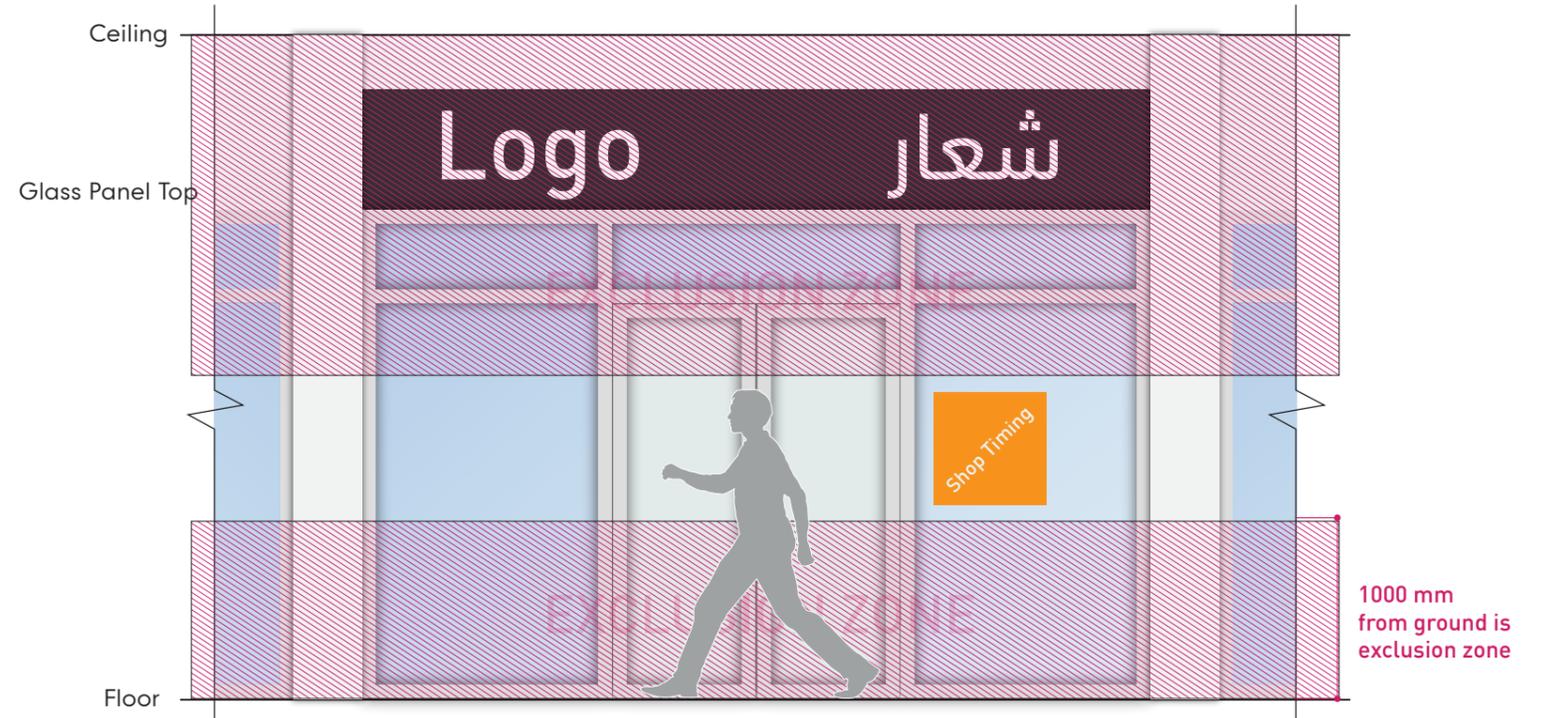
FONT HEIGHT:

Minimum 10mm; maximum 30mm.

COLOURS:

Multi-colour (not more than 3 colours allowed) retail name and working hours.
Preferably white or light colours for better readability.

EXAMPLE OF SIGN PLACEMENT



✓ Examples of the Best Practice



✓



2.4 OTHER PERMITTED SIGNAGE TYPES

2.4.3 VINYL GRAPHICS

TYPE OF RETAIL UNITS:

- Female Salon
- Massage & Spa
- Kindergarten
- Back of House Area (Kitchen, BOH storage)

It is preferred that 70% of windows (including doors) is a clear space. Graphics can take up to 30% of the space can be part of the design. Fixed directly to the window.

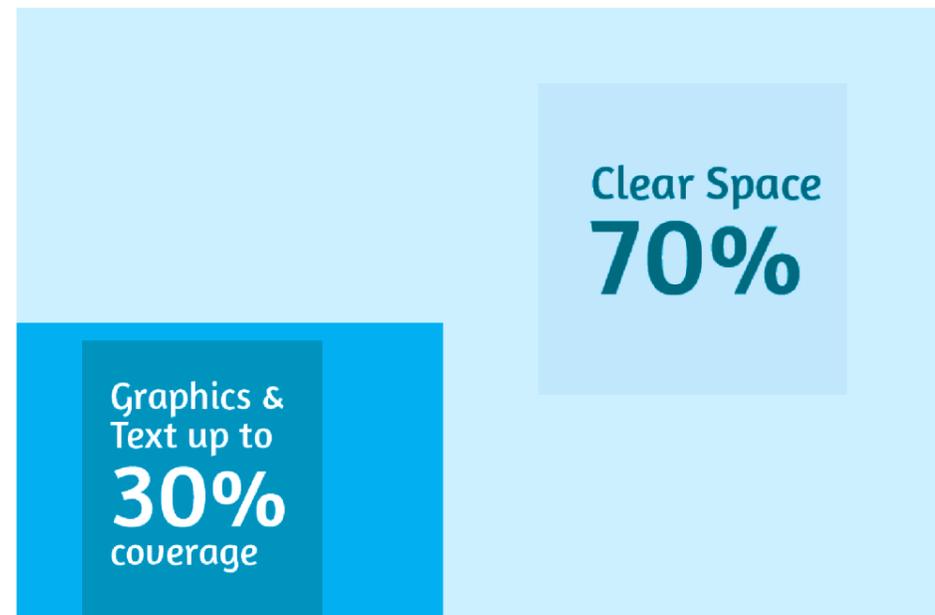
MATERIALITY:

All graphics applied to windows shop front is from high grade outdoor 3M or perforated white vinyl sticker. Digitally / UV printed graphics on top. High quality 3M vinyl should be used with at least a 3 year warranty.

PRINTED COLOURS:

Multi-colour (not more than 3 colours allowed).

EXAMPLE OF APPROVED GRAPHICS



✓ Examples of the best practice



✓



✗ Use of any promotional graphics on windows



✗ Use of any photography



2.4 OTHER PERMITTED SIGNAGE TYPES

2.4.4 PRIVACY VINYL GRAPHICS (BY PERMISSION)

TYPE OF RETAIL UNITS:

- Female Salon
- Massage & Spa
- Kindergarten
- Back of House Area (Kitchen, BOH storage)

It is preferred that frosted window graphic has 70% of clear space, so the pattern and logo design is not too cluttered. Up to 30% of the space can be part of the design. Fixed directly to window on a right side of the entry.

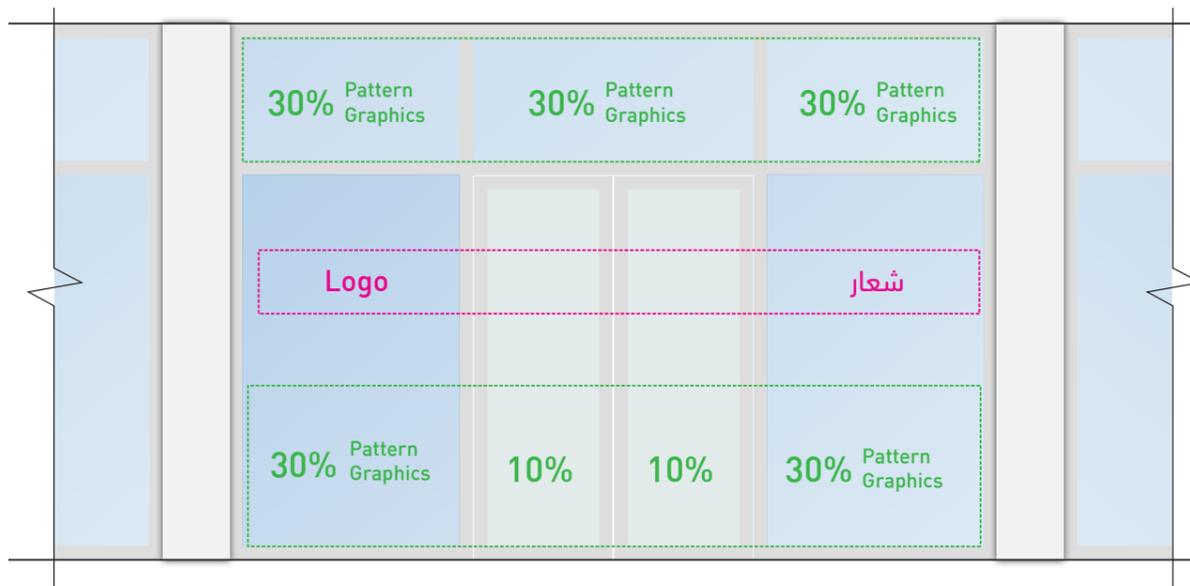
MATERIALITY:

All graphics applied to windows shop front is from high grade outdoor 3M frosted or perforated white vinyl sticker. Digitally / UV printed graphics on top. High quality 3M vinyl should be used with at least a 3 year warranty.

PRINTED COLOURS:

Multi-colour (not more than 3 colours allowed).

EXAMPLE OF SIGN PLACEMENT



✓ Examples of the best practice



✗ Use of any promotional graphics on windows



✗ Use of any photography



2.4 OTHER PERMITTED SIGNAGE TYPES

2.4.5 STANDALONE - SIGNBOARD (OPTIONAL)

MENU:

F&B outlets can place menus on one of the external shop unit external area, using a Build up totem type menu holder made of durable material; metal or acrylic finish as illustrated.

PROMOTIONAL MESSAGES

It is not permitted to place promotional information or menus on shop windows, shop frontages or architectural columns outside of the shop unit.

SUMMARY:

- Food outlets are allowed one primary menu sign outside of the shop unit.
- Menu boards must be professionally designed, fabricated and integrated into the overall shop front design.
- No light boxes, vinyl or plastics are permitted (back painted signs are recommended).
- Menu boards can incorporate changeable word systems with the landlord's approval.
- Menu boards must be confined to a zone between --mm and --mm above the finished floor level. The use of traditional menu boards is discouraged and tenants are encouraged to consider alternative systems such as LCD screens, ticketing of the items in the food display or integrating some menu items into the overall graphic design.
- Menu board text should be a minimum of a contemporary 60pt font.
- "Coke", "Pepsi" and other branded menu boards will not generally be accepted. Supplier menu boards may be approved at the discretion of the landlord.
- All menu board fixings are to be concealed and shadow angles provided.

 Distributing Leaflets / Menus Outside of Retail Space - Not Allowed



 Examples of the best practice



2.5 SEASONAL / PROMOTIONAL

2.5.1 SEASONAL DECORATIONS

PLACEMENT:

Seasonal decorations for all retail and F&B during celebrations of Ramadan, Christmas and New Years etc., require approval for externally facing decorations placement of decorations around shops and retails.

EXCEPTIONS:

No objection to any in-store decorations, this is at the discretion of the tenant.

RESTRICTIONS:

Any decorations abstracting users flow within corridor or pedestrian walkway.
Decorations which blocks other tenants.
Vibrant decorations not in DMCC high standard of quality, and aesthetic appeal.
Giant sculptural decorations (2.5m and above).
Suspended sculptures from ceiling or window shop.
Not acceptable to decorate shop front/facade with any flashing illumination. (Christmas LEDs lights).
Seasonal music should only be played within the boundaries of the retail unit.

PERMISSION PROCESS:

Approval for all exceptional signage is required from DMCC before the installation can commence.
No approval is required for internal decorations which will not be visible to the public.

✓ Examples of the best practice



✗ Not allowed to use decorations outside



✗ Visually busy designs and full coverage of window graphics are not permitted



2.6 EVENT GUIDELINES

2.6.1 AREA AVAILABLE TO HOST EVENTS

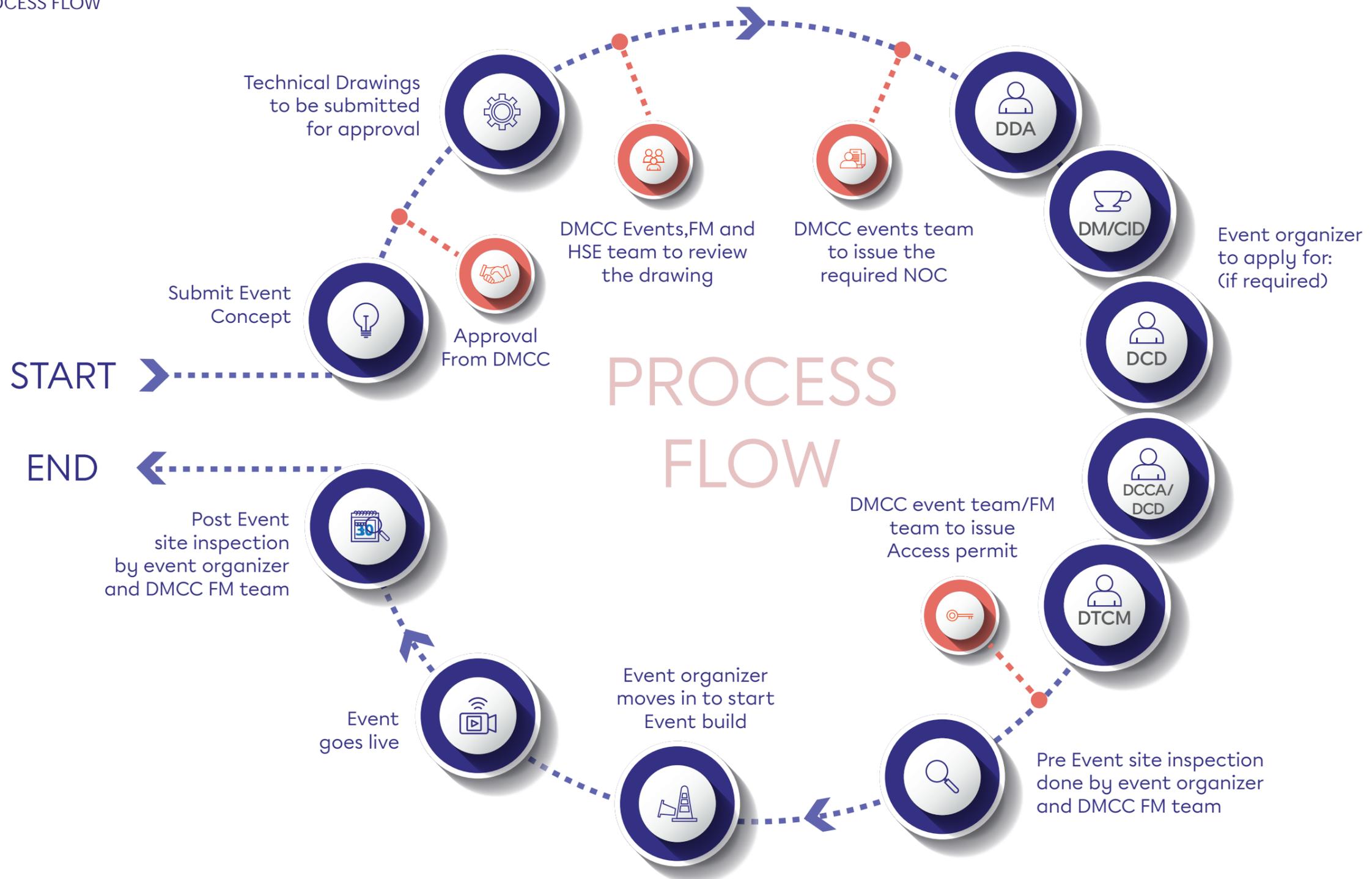


MAP IS INDICATIVE ONLY - EVENT ORGANIZERS ARE TO COORDINATE DIRECTLY WITH DMCC FOR AVAILABILITY

2.6 EVENT GUIDELINES

2.6.2 EVENT PROCESS

EVENTS PROCESS FLOW



2.6 EVENT GUIDELINES

2.6.3 TECHNICAL INFORMATION

TECHNICAL DRAWINGS:

- 3D Renders
- Floor Plan Elevations
- Method Statement
- Risk Assessment
- HSE Plan
- Event Security Guard Deployment Plan

NOCS TO BE SECURED FROM DMCC (if applicable) :

- NOC to DDA for the structure
- NOC to DCD
- NOC to CID
- NOC to DM
- NOC to DTCM
- NOC to DCAA

Please forward the Trade License to get the NOCs done

PERMISSIONS TO BE SECURED BY THE EVENT ORGANIZER:

- DDA: Dubai Creative Clusters Authority – Dubai Studio City (permission cost applies)
- DCD: Dubai Civil Defense (permission cost applies)
- DM: Dubai Municipality (permission cost applies)
- CID: Dubai Police (permission cost applies)
- SIRA: Permission from Dubai Police for Security Guard deployment for your event
- DCAA: Civil Aviation

CID: PROCESS AS BELOW:

- Trade License of bar managing company
- NOC from DMCC addressed to Dubai police
- Floor Plan showing the bar area
- Security deployment plan
- SIRA approval on the event
- Event organizer to obtain Alcohol permit from CID

SIRA APPROVAL:

- Security Deployment Plan showing guards located throughout the venue (done by security company)
- SIRA approval from Dubai Police for the guards on duty for the event (email confirmation from SIRA)

ADDITIONAL INFO:

- Venue Booking Contract and associated payments should be finalized before the event date.
- Ambulance to be on-site for event timing (Mandatory for big scale event)
- Civil defense truck to be on-site for event timing (Mandatory for big scale event)

2.6 EVENT GUIDELINES

2.6.4 EVENT OPERATIONS

TRAFFIC MANAGEMENT

- Wayfinding – Event organizer can suggest location placement of way finding signages for the event but final approval will be granted by DMCC Marketing Team in conjunction with DMCC Events Team.

CLEANING SERVICES

- Event organizer to bring their cleaning team on-site for setup, event operations and dismantle time frame (to be approved by DMCC events team).
- Event site at DMCC needs to be clean at all times.
- Male and Female attendants strictly for male and female toilets respectively. Garbage to be disposed off by sub-contractors of the event organizer.
- No usage of bins for disposal of garbage at DMCC.

POWER CONSUMPTION CHARGES

- Power consumption charge will include air-conditioning and electricity usage and will be included in the venue contract. This is only available for indoor event venues.



2.6 EVENT GUIDELINES

2.6.5 EVENT MARKETING

DMCC BRAND GUIDELINES

- In order to ensure that our brand identity is portrayed correctly, we require to review any type of communication about events at DMCC specially when DMCC's logo & name are incorporated.
- DMCC logo is not permitted without DMCC approval.

EVENTS PROMOTION

- Should you wish to promote your event for the DMCC community, please contact the Marketing Team to discuss opportunities for using available advertising tools. Any advertisement will be subject to consideration in line with the strategy of the site at any particular time.

SIGNAGE & WAYFINDING

- With a view to helping your event achieve its full potential, DMCC allows you to install signage to promote events and provide directions.
- All signage & wayfinding must be approved by the Marketing Team. Taking into consideration the design, the content as well as the placement on site.
- Hand-written signage is not permitted. All signs must be professionally printed.
- Any signage deemed as being inappropriate or offensive will be asked to be removed from site with immediate effect.

2.6 EVENT GUIDELINES

2.6.6 DMCC TEMPORARY EVENT SIGNS

FREESTANDING SIGN SPECIFICATIONS:

Freestanding totem with aluminium structure and ALUCOBOND® cladding, vinyl wrapped base with screen-printed DMCC pattern.

Promotional or informational graphics to be screen printed on vinyl and applied directly to the totem, low adhesive vinyl sticker.

GENERAL GUIDELINES:

Temporary signage are 'Health & Safety' announcements or directional/informational messages during periods of construction work or other relevant community updates.

All temporary signage design, whether using the DMCC template or not, must be submitted to DMCC for approval prior to installation.

3. OUTDOOR SEATING

3.1 FURNITURE

- 3.1.1 GUIDELINES OVERVIEW
- 3.1.2 APPROVED & PROHIBITED TYPES

3.2 PATIO LIGHTING & AUDIO

- 3.2.1 GUIDELINES OVERVIEW
- 3.2.2 APPROVED & PROHIBITED TYPES

3.3 PATIO COOLERS & HEATERS

- 3.3.1 GUIDELINES OVERVIEW

3.4 UMBRELLAS

- 3.4.1 GUIDELINES OVERVIEW
- 3.4.2 APPROVED & PROHIBITED TYPES

3.5 AWNINGS

- 3.5.1 GUIDELINES OVERVIEW
- 3.5.2 APPROVED & PROHIBITED TYPES

3.6 PERGOLAS

- 3.6.1 GUIDELINES OVERVIEW
- 3.6.2 APPROVED & PROHIBITED TYPES

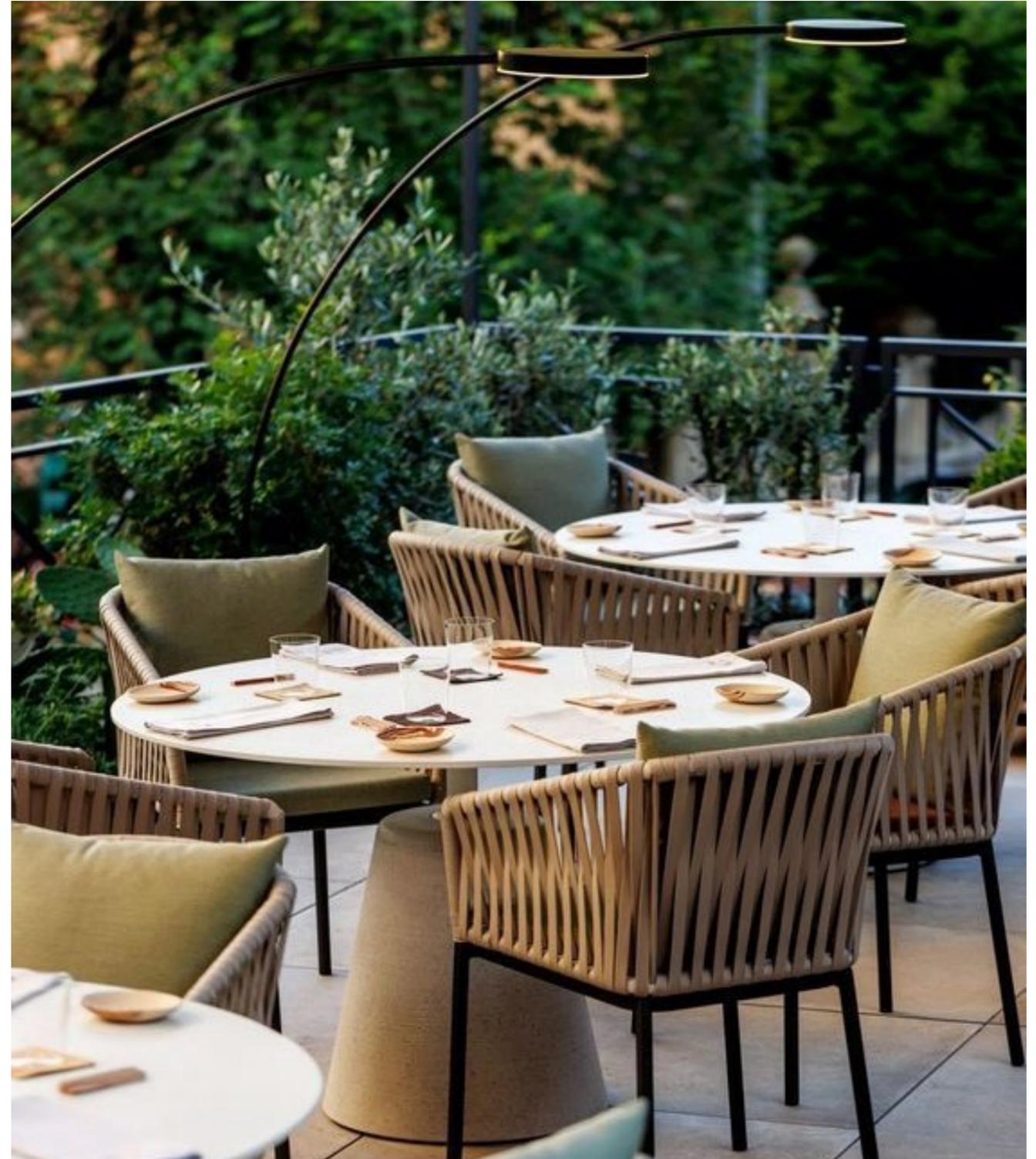
3.7 PLANTERS & BARRIERS

- 3.7.1 GUIDELINES OVERVIEW
- 3.7.2 PLANTER TECHNICAL REQUIREMENTS
- 3.7.3 PLANTER STYLE
- 3.7.4 PLANTING SELECTION & REQUIREMENTS
- 3.7.5 BARRIER TECHNICAL REQUIREMENTS
- 3.7.6 BARRIER STYLE

3.1 FURNITURE

3.1.1 GUIDELINES OVERVIEW

1. Tables, chairs, and OTHER furniture pieces must visually complement one another.
2. Tenant must submit full furniture specifications (dimensions, colour, material, finish, cushion type, etc.) for approval.
3. Physical furniture samples must be submitted for DMCC final approval.
4. Maintain a minimum clear circulation width of 1200 mm around seating and umbrella zones.
5. Display stands must be purpose-designed to showcase merchandise and are subject to Landlord approval prior to installation.
6. Drip trays must be provided for all trash receptacles to prevent stains and surface damage.
7. Furniture must be maintained in good condition at all times.
8. DMCC reserves the right to require replacement of damaged or worn furniture at the tenant's cost.
9. Civil Defense egress requirements must be observed.
10. Dubai Building Code Accessibility requirements must be observed
11. External seating must remain within the approved demarcation shown on the Lease Outline Drawing (LOD).



3.1 FURNITURE

3.1.2 APPROVED & PROHIBITED TYPES

APPROVED TYPES

1. All furniture must be of neutral colours such as black, grey, brown, white and beige with few colour accents.
2. All glass and glass tabletops must be tempered.
3. All tables must include levelers.



PROHIBITED TYPES

1. Sofas are not permitted.
2. Bulky armchairs are not permitted.
3. Laminated or low-quality plastic furniture.
4. Painted finishes are not approved.
5. High stools and tables are not permitted.
6. Wrought iron furniture is not permitted.
7. All glass and glass tabletops must be tempered.
8. All tables must include levelers.



High stools and tables



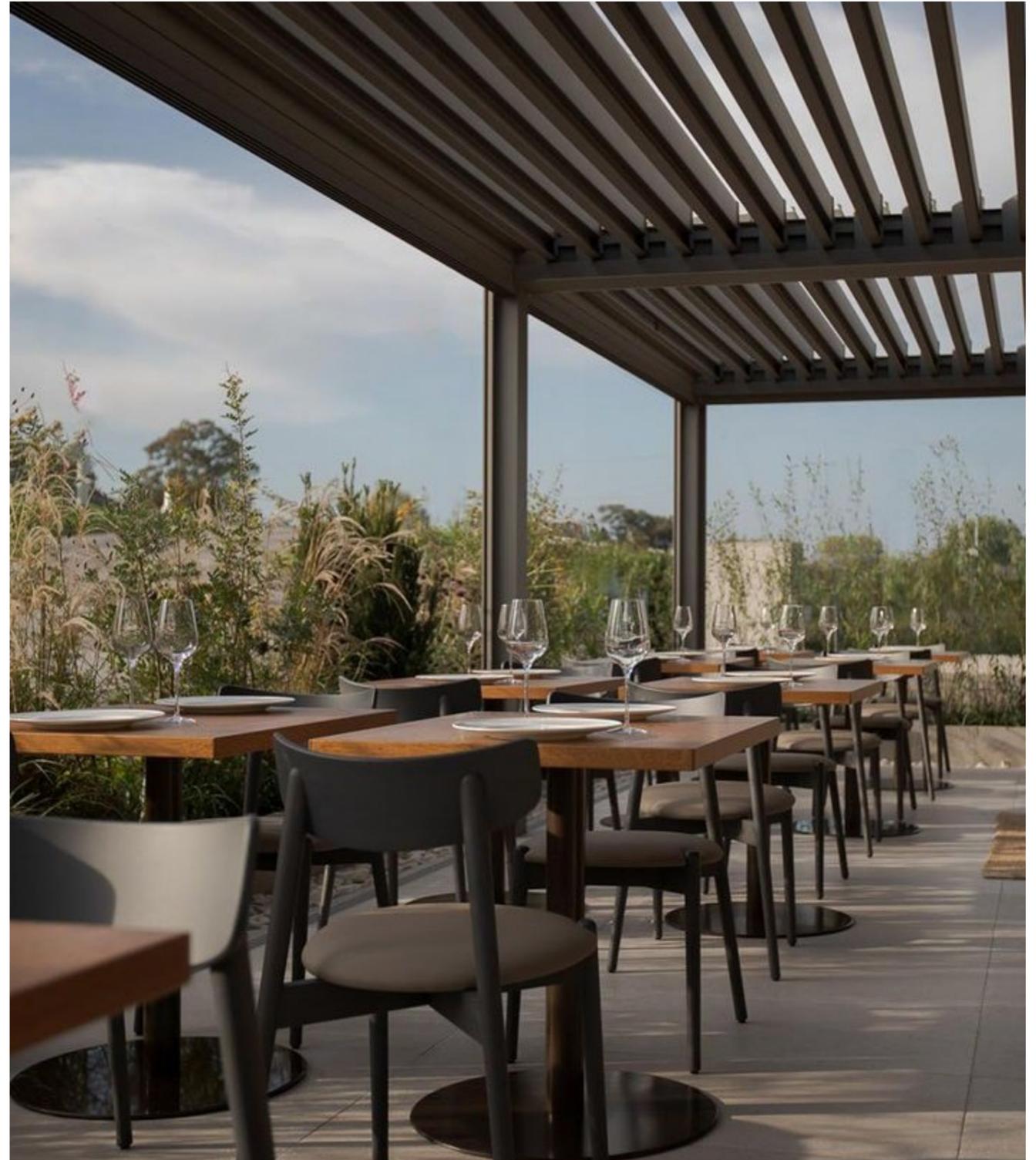
Low-quality plastic furniture



3.2 PATIO LIGHTING & AUDIO

3.2.1 GUIDELINES OVERVIEW

1. Speakers and Audio systems must comply with noise regulations and operate at controlled sound levels to prevent disturbance to nearby tenants and residences.
2. Tenants are responsible for maintaining all equipment in clean, safe, and working condition.
3. Audio equipment is subject to DMCC approval, including appearance and placement.
4. Speakers must be installed facing inward toward the terrace to prevent noise disturbance.
5. Occupancy sensors or time-controlled lighting in back-of-house and washrooms are encouraged.
6. External lighting to use photo-sensors or automatic daylight controls.
7. Lighting must comply with DMCC light-pollution thresholds; no exposed neon or over-illumination is allowed.
8. All lighting specifications and samples are to be submitted to DMCC for approval prior to installation.
9. All conduits and equipment such as transformers, dimmer, timers, isolators, etc. must be fully concealed and installed within the tenancy in an accessible location.
10. Cabling must be fully concealed below the finished ground level and subject to Master Developer approval. Installation, dismantling, and making good of ground finishes shall be carried out by a Master Developer-approved contractor at the Tenant's cost.



3.2 PATIO LIGHTING & AUDIO

3.2.2 APPROVED & PROHIBITED TYPES

APPROVED TYPES

1. Light fittings table-mounted must be battery-operated, with a colour temperature of 2700-3500K.
2. Floor-mounted lighting must be placed only in strategic locations and must not create tripping hazards.
3. No lighting wires shall be exposed on the underside of the wooden soffit.
4. All lighting wiring must be fully concealed within conduits and safely installed.



PROHIBITED TYPES

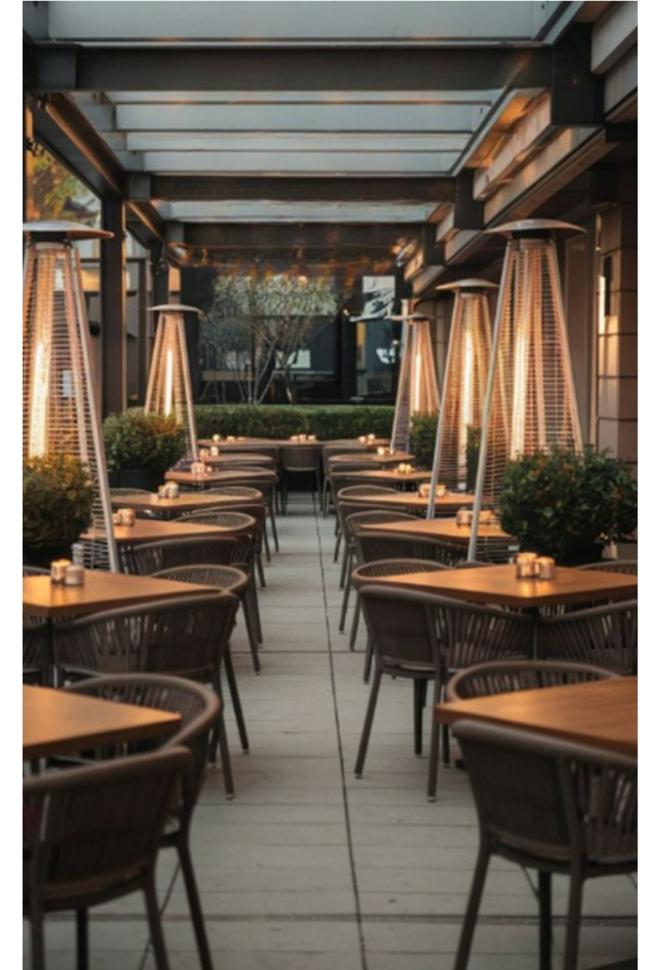
1. No lighting wires shall be exposed.
2. Festoon / String / Edison bulb lights are not permitted.



3.3 PATIO COOLERS & HEATERS

3.3.1 GUIDELINES OVERVIEW

1. Outdoor cooling and heating units must be compact, energy-efficient, and positioned clear of pedestrian paths and signage views.
2. Location and placement of coolers / heaters are subject to DMCC review and approval.
3. A suitable screening solution or built-in housing/casement must be provided to conceal the cooler unit from public areas or adjacent tenancies.
4. All conduits or brackets, etc. must be fully concealed.
5. Cabling must be fully concealed below the finished ground level and subject to Master Developer approval. Installation, dismantling, and making good of ground finishes shall be carried out by a Master Developer-approved contractor at the Tenant's cost.
6. Pyramid patio heaters recommended.
7. Patio heaters shall be electric or LPG type, subject to DMCC review and approval.
8. LPG-fired heaters shall require DCD approval, where applicable.
9. LPG heaters shall be provided with automatic shut-off and flame-failure protection.
10. LPG cylinders shall be fully enclosed within the heater housing and not exposed.
11. Heaters shall not be located beneath fabric canopies, pergolas, or other combustible elements unless specifically approved.
12. Minimum clearances from combustible materials shall comply with manufacturer recommendations and local safety requirements.
13. Tenant must submit the below:
 - a) Seating layout plan showing unit placement.
 - b) Housing design and materials.
 - c) Water supply and power connection layout (if required).
 - d) Unit specifications.



3.4 UMBRELLAS

3.4.1 GUIDELINES OVERVIEW

1. Umbrellas must remain fully within the designated seating area, including fabric and support structure.
2. Umbrella covers must use one solid neutral colour such as white, black, grey, beige or brown.
3. Signage and tenant branding, if approved, may be placed on the fringe only.
4. Umbrellas must be properly weighted for local wind conditions and not used during extreme weather conditions.
5. Umbrellas above the ground floor must be placed 3m away from the terrace railing.
6. Support structures must be metal to maintain design consistency.



3.4 UMBRELLAS

3.4.2 APPROVED & PROHIBITED TYPES

APPROVED TYPES

1. Branding / Signage allowed only on the fringe/edge.
2. Signage Text size to be maximum 120 mm height.
3. Technical specifications of the umbrella to follow the below:
 - a) Minimum base weight: 140 kg.
 - b) Base to be in stone or granite.
 - c) Canvas is the approved material.
 - d) Square type (3.0m x 3.0m) maximum.
 - e) Maximum height of the umbrella: 3000 mm.
 - f) Support structures must be metal .



PROHIBITED TYPES

1. Timber structures are not permitted.
2. Domestic-style and inverted umbrella designs are not permitted.
3. Umbrellas integrated within the table is not permitted.
4. No castors or wheels are allowed with the umbrella base.
5. Umbrellas with plastic base will not be permitted.
6. Beach or garden umbrellas are not permitted.



3.5 AWNINGS

3.5.1 GUIDELINES OVERVIEW

1. Awnings must be retractable and motorized (remote preferred). If manual, remove hand-crank after use.
2. Awnings must use one solid neutral colour such as white, black, grey, beige or brown.
3. Tenant must submit the below for approval:
 - a) Layout plan showing location of awning.
 - b) Height from the floor and installation angle.
 - c) Material specification with sample.



3.5 AWNINGS

3.5.2 APPROVED & PROHIBITED TYPES

APPROVED TYPES

1. Awnings must be retractable and motorized (remote preferred). If manual, remove hand-crank after use.
2. Use one solid background colour only (logos and signage excluded).
3. Approved colours are neutral such as black, grey, white, brown and beige.
4. Awnings and supports must stay within the designated area.
5. Canvas is the approved material and must be UV-resistant.
6. Maximum projection: 2000 mm, subject to site condition and review.
7. Support structures must be metal. No timber permitted.
8. Branding allowed only:
 - a) On fringe/edge, max 120 mm height, or
 - b) On top cover, max 20% of surface area.



PROHIBITED TYPES

1. Stripes or bright Colours are not permitted. All colours require DMCC approval.
2. Prints are not permitted.
3. Plastic covers are not permitted.
4. Support structures must not be timber.
5. No advertising or third-party logos are permitted. All signage requires DMCC approval.



3.6 PERGOLAS

3.6.1 GUIDELINES OVERVIEW

1. To ensure a consistent and high-quality environment, pergolas shall be designed to a high standard, with high-quality materials and finishes throughout.
2. Pergolas must remain fully within the designated seating area, including all fabric, projections, gutters, and support structures.
3. Signage, if approved, may be placed on the fringe of covers only.
4. Tenant branding is allowed only on the fringe/edge of covers only.
5. Pergolas shall be structurally designed for local wind loads and environmental conditions, and in full compliance with applicable local codes.
6. All fixings, lighting, drainage, and cabling shall be fully concealed below the finished ground level and subject to Master Developer approval. Installation, dismantling, and making good of ground finishes shall be carried out by a Master Developer-approved contractor at the Tenant's cost.

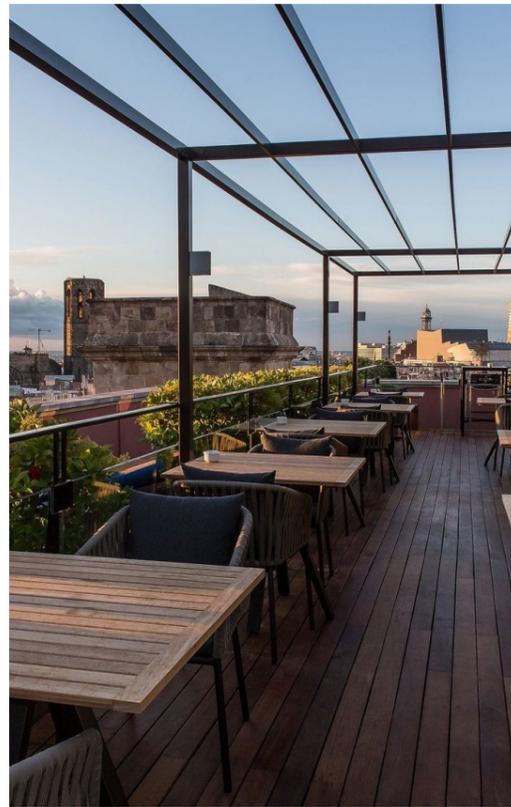


3.6 PERGOLAS

3.6.2 APPROVED & PROHIBITED TYPES

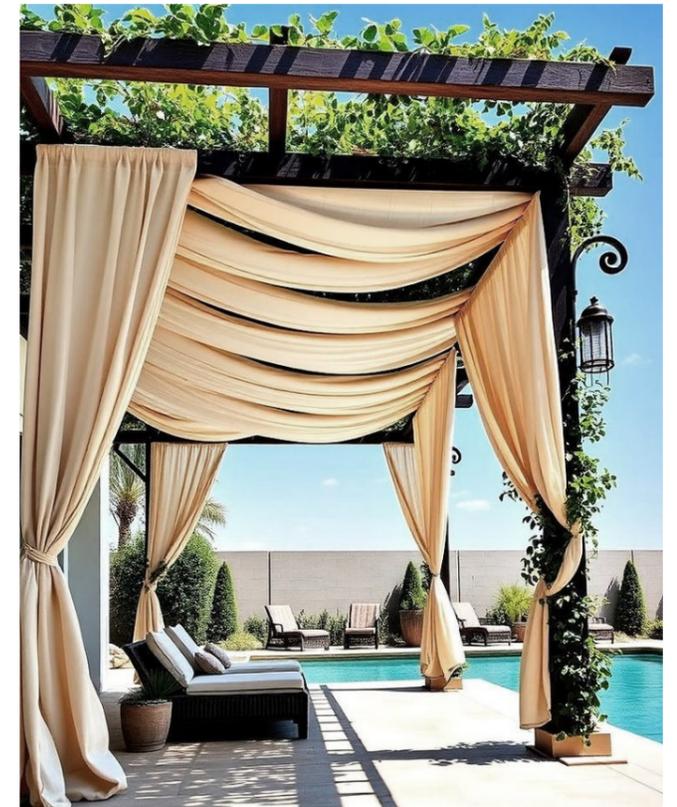
APPROVED

1. No tenant branding and signage is to be used on the pergola structure.
2. Technical specifications of the pergola to follow the below:
 - a) Maximum overall height: 3000 mm.
 - b) Pergolas are to be located a minimum of 1.2 m from terrace railings.
 - c) Support structures must be steel, aluminum, hardwood weatherproof.
 - d) Roof/cover to be fabric or solid panel, subject to approval.
 - e) Structural framing is to be limited to 1 solid neutral colour (white, black, grey, beige, or brown).
 - f) Roof coverings are to be limited to 1 solid neutral colour (white, black, grey, beige, or brown).
 - g) Integrated lighting, if provided, shall be warm white (maximum 3000K), concealed within the pergola structure, and subject to master developer approval.
 - h) Fabric elements shall be UV-resistant and fire-retardant, compliant with local fire and life safety requirements.



PROHIBITED

1. No bases are permitted.
2. Corrugated sheets and polycarbonate cladding materials are strictly prohibited.
3. Planting to roofs or structures is not permitted.
4. Structures shall be independent and not fixed to existing building structures.
5. No raised platforms are permitted.
6. Overhung fabrics are not allowed.



3.7 PLANTERS & BARRIERS

3.7.1 GUIDELINES OVERVIEW

1. Planters & Barriers define tenant seating boundaries while maintaining the open, cohesive character of the DMCC public realm. Their design must be minimal, contemporary and aligned with the district's material and colour palette. All structures should be self-supporting, without legs, and constructed from durable, high-quality outdoor materials.
2. Placement should be strategic—used primarily at seating corners and kept minimal to avoid clutter and maintain clear sightlines. Combined height may reach up to 1200mm to create an elegant edge while preserving visibility and pedestrian flow.
3. It is recommended that Planters & Barriers follow one of two proposed styles: Modern Contemporary or Warm Modern Natural. Planters & Barriers must be selected to match the tenant's chosen furniture style.
4. Tenant branding may be incorporated only when subtle and fully integrated into the planter design. When used as low barriers, planters must support a unified visual language across the development, ensuring a consistent and refined boundary treatment within the public realm.



Modern Contemporary Style



Warm Modern Natural

3.7 PLANTERS & BARRIERS

3.7.2 PLANTER TECHNICAL REQUIREMENTS

SAFETY & STABILITY

1. Planters must be freestanding and self-supporting, with no fixings to paving or adjacent structures.
2. Bases must be stable and weighted appropriately to withstand wind and daily operational use.
3. All edges and corners must be smooth and safe for high-traffic environments.
4. Planters must not obstruct pedestrian circulation, fire exits or service routes.

PLACEMENT

1. All planters must remain within the approved seating boundary as shown on the Lease Outline Drawing (LOD).
2. Placement must ensure clear pedestrian flow and visibility across the public realm.
3. All elements must strictly conform to the DMCC Health, Safety & Environment (HSE) Guidelines, UAE Fire Code, Dubai Building Code, etc.

DURABILITY & PERFORMANCE

1. All materials must be suitable for extreme outdoor conditions in the UAE (heat, UV exposure, humidity, sand).
2. Finishes must be corrosion-resistant, fade-resistant and easy to clean.
3. Planters must be watertight to prevent standing water or staining of paving surfaces
4. Drainage, if provided, shall be fully concealed below the finished ground level and subject to Master Developer approval. Installation, dismantling, and making good of ground finishes shall be carried out by a Master Developer-approved contractor at the Tenant's cost.

BRANDING

1. Tenant branding is permitted only if it is subtly integrated into the planter design.
2. No stickers, applied decals, vinyl or temporary markings are allowed.
3. Branding must follow DMCC signage and identity guidelines.

CONSISTENCY

1. All planters within a tenant space must be visually consistent in style, finish and size.
2. Tenants must choose one design style (Minimalist, Warm Natural or Hybrid Contemporary) and apply it uniformly.

SUGGESTED DIMENSIONS

1. Typical planter module width/length: 800-1200 mm.
2. Depth / thickness: 350-500 mm depending on material and plant type.
3. Minimum planter height: 400mm.
4. Maximum planter height: 700mm
5. Combined height: up to 1200 mm (planter + plants).

3.7 PLANTERS & BARRIERS

3.7.3 PLANTER STYLE

OPTION 1 - CONTEMPORARY

1. Simple geometric forms such as rectangular or square profiles.
2. Sharp, clean edges with precise, linear proportions.
3. Low, crisp boundary lines that reinforce a modern, understated appearance.
4. Powder-coated aluminum or steel as the primary construction.
5. Smooth, matte finishes with solid, seamless panels.
6. No decorative textures, applied patterns, or visible joints.
7. Cool neutral tones: charcoal, graphite, silver-grey or white.
8. Uniform Colour application with no gradients, variation or patterning.
9. Matte or satin finishes only to maintain a sleek, minimal look.



OPTION 2 - WARM NATURAL

1. Rectangular or softly rounded forms with gentle, welcoming edges.
2. Slightly warmer, more grounded proportions while remaining contemporary.
3. Clean silhouettes without decorative or rustic detailing.
4. Outdoor-rated timber (teak or engineered alternatives) as primary or accent material.
5. Warm-tone powder-coated metal frames or panels.
6. Stone-look composite materials with subtle natural texture.
7. All materials must be durable, UV-stable and suitable for outdoor commercial use.
8. Warm neutral tones: sand, taupe, beige, warm grey and natural timber shades.
9. Soft matte finishes to enhance the warm, natural aesthetic.
10. No bright colours or high-contrast patterns.



3.7 PLANTERS & BARRIERS

3.7.4 PLANTING SELECTION & REQUIREMENTS

PLANT SELECTION

1. All planting must follow the approved plant list.
2. Any substitutions, additions or variations must receive prior approval from DMCC.
3. Only live plants are permitted; artificial plants are strictly not allowed.
4. Plants must be suited to UAE climate conditions, ensuring durability and long-term performance.
5. Planting must support the selected style and contribute to a cohesive public realm appearance.

SAFETY & PUBLIC REALM REQUIREMENTS

1. Plants with sharp, spiky, toxic or hazardous characteristics are prohibited.
2. Planting should not obstruct clear sightlines to entrances, seating zones or pedestrian routes.
3. Species height and density must maintain visibility and comply with DMCC safety and egress requirements.
4. No loose stones, pebbles or gravel may be used as groundcover or dressing in planters.

PLACEMENT & ARRANGEMENT

1. All planting must be contained only within movable planters; no in-ground planting is permitted for tenant areas.

MAINTENANCE & UPKEEP

1. Plants must be kept healthy, hydrated and neatly maintained at all times.
2. Tenants are required to provide a landscape maintenance contract approved by DMCC.
3. Dead, damaged or poorly maintained plants must be replaced immediately at the tenant's cost.
4. Pruning and shaping must be done at regular intervals.

DURABILITY & PERFORMANCE

1. Selected species must be drought-tolerant, sun-tolerant and suitable for continuous outdoor exposure.
2. Irrigation (manual or drip) must ensure consistent plant health without causing water damage to surfaces.

AESTHETIC EXPECTATIONS

1. Planting compositions must appear intentional, tidy and aligned with the chosen design style.
2. Visual clutter or overly dense planting arrangements are not permitted.
3. Colour variation must remain subtle and controlled.



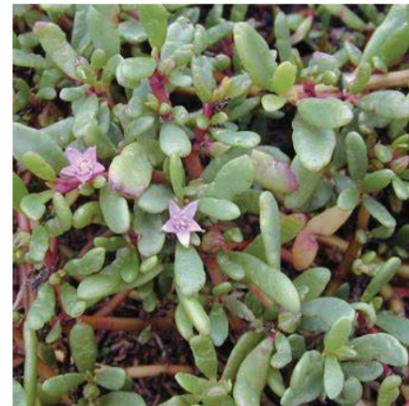
Ficus Nitida



Rhapsis Excelsa



Agave Attenuata



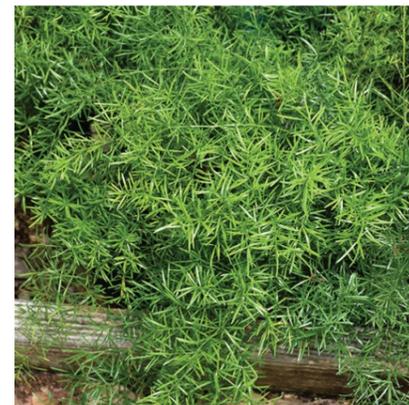
Sesuvium Portulacastrum



Ficus Microcarpa



Zamioculcas Zamiifolia



Asparagus Densiflorus



Crassula Argentea



Leucophyllum Frutescens

3.7 PLANTERS & BARRIERS

3.7.5 BARRIER TECHNICAL REQUIREMENTS

GENERAL

1. Low barriers used to delineate outdoor terrace area should provide a clean, contemporary edge that clearly defines tenant seating areas while maintaining openness and visual connection across the DMCC public realm.
2. High barriers may be used where privacy requirements mandate it (ie. licensed restaurants). However, this is subject to review and approval by DMCC.
3. These elements must be minimal, modern and fully aligned with the overall development palette.
4. Domestic-style fencing, decorative motifs or visually busy patterns are not permitted.
5. Barriers shall be structurally designed for local wind loads and environmental conditions, and in full compliance with applicable local codes.

BRANDING

1. Tenant branding, if provided, must be integrated into the barrier design.
2. Stickers, applied decals, vinyl or temporary signage are not permitted.
3. Branding must follow DMCC guidelines and remain secondary to the overall barrier form.

CONSISTENCY WITHIN TENANT AREA

1. All barrier elements within a single tenant frontage must be visually consistent in style, finish and proportion.
2. Mismatched or mixed-style barriers within the same seating area are not allowed.

PUBLIC REALM COHERENCE

1. Barriers must contribute to a unified public realm appearance across the development.
2. Variations between tenants are allowed only when they remain within the approved style palettes and maintain overall harmony.

FUNCTION & USABILITY

1. Barriers must clearly demarcate the tenant outdoor lease zone without obstructing pedestrian movement.
2. Designs must support safe circulation and comply fully with DMCC egress and accessibility requirements.

SAFETY REQUIREMENTS

1. Barriers must be freestanding and self-supporting, with no fixings to paving, walls or adjacent landscape elements. All barriers must be stable and resistant to wind and daily operational use.
2. Edges and corners must be smooth and safe for high-traffic environments.
3. Heights must maintain visibility across the public realm while preventing crowding or enclosure.

DURABILITY & MAINTENANCE

1. Materials and finishes must be durable, high-quality materials suitable for extreme outdoor conditions, ensuring long-term stability and colour performance.
2. Surfaces should be easy to clean and resistant to corrosion, fading and wear.
3. Tenants are responsible for maintaining all barrier elements in good condition.

PLACEMENT

1. Barriers must remain within the approved boundary shown on the LOD.
2. Placement must not interfere with fire exits, service access or pedestrian flow.
3. All elements must strictly conform to the DMCC Health, Safety & Environment (HSE) Guidelines and applicable Authority requirements.

OVERALL HEIGHT

1. Low barriers 800-900 mm max (finished height).
2. Privacy barriers (licensed retail) 1800-2000mm (finished height).

WIDTH / LENGTH OF EACH BARRIER UNIT

1. Supports modular layout for flexible seating arrangements.

3.7 PLANTERS & BARRIERS

3.7.6 BARRIER STYLE

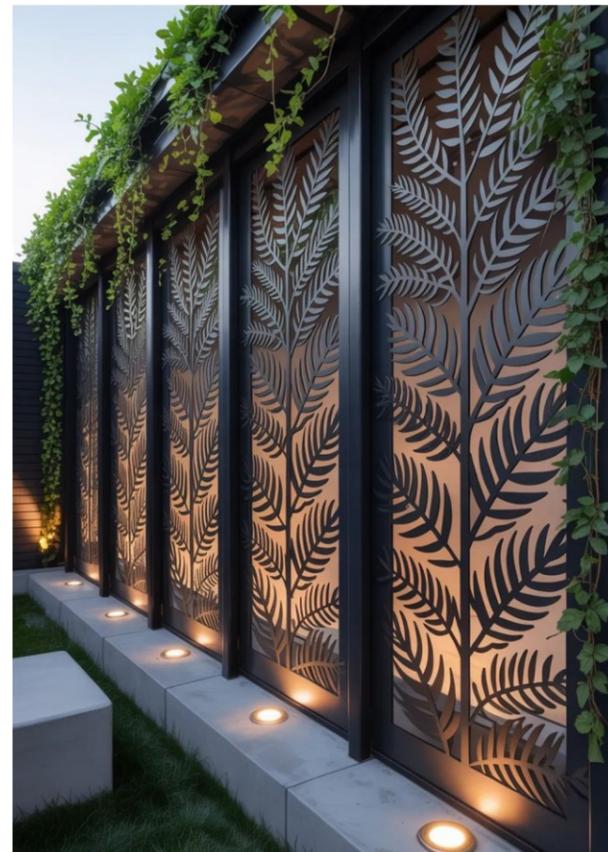
OPTION 1 - CONTEMPORARY

1. Linear, geometric profiles with sharp, clean lines.
2. Solid or perforated powder-coated aluminum or stainless steel.
3. Smooth, seamless joints with minimal visual interruption.
4. Cool monochromatic tones: charcoal, black, graphite, light grey.
5. Matte or satin finishes only; no gloss or textured coatings.

Low barrier



Privacy barrier



OPTION 2 - WARM MODERN NATURAL

1. Rectangular or softly rounded forms with gentle, welcoming edges.
2. Slightly warmer, more grounded proportions.
3. Outdoor-rated timber (teak or engineered alternatives).
4. Stone-look composite materials with subtle natural texture.
5. All materials must be durable, UV-stable and suitable for outdoor commercial use.
6. Warm neutral tones: sand, taupe, beige, warm grey and natural timber shades.
7. Soft matte finishes to enhance the warm, natural aesthetic.
8. No bright colours or high-contrast patterns.

Privacy barrier



Privacy barriers should only be provided where required by code, such as for licensed premises; otherwise, all barriers are to be low and visually permeable. Where a privacy barrier is required, the landlord must justify the requirement to the Master Developer for approval.

4. HOARDING SIGNAGE

- 4.1 HOARDING VINYL ON GLASS
- 4.2 HOARDING GYPSUM WALL
- 4.3 HOARDING PROHIBITED INSTALLATIONS

4.1 HOARDING VINYL ON GLASS

RETAIL OUTLETS:

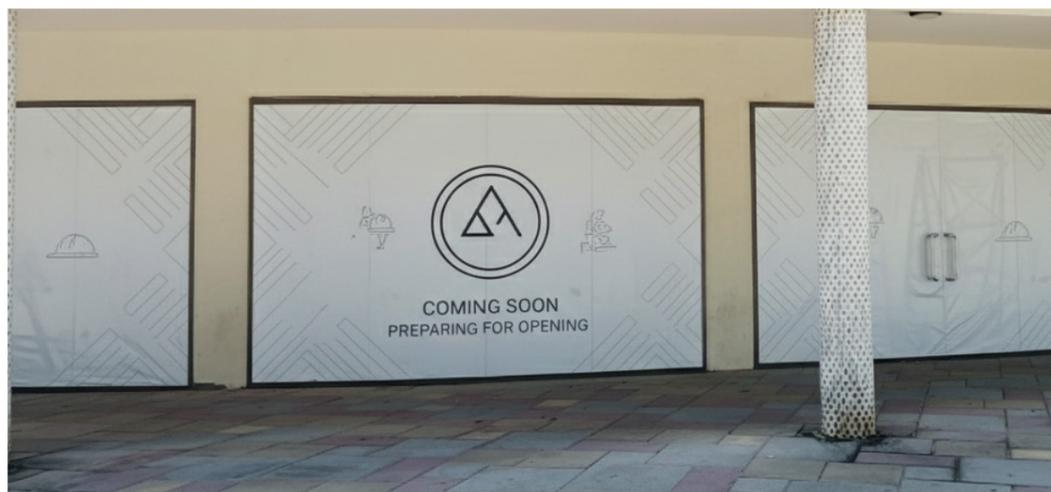
Shop hoardings are mandatory during periods of interior design fit-out and all phases of construction, including shop front maintenance.

GENERAL GUIDELINES:

- Shop hoardings are a 'Health & Safety' precaution during periods of construction work to protect a retail store.
- Hoardings provide security to a work-site, restricting building materials from spilling out and preventing the public from entering a dangerous, prohibited work site.
- Vinyl hoardings to be applied to the front of the shop front (glass) only.
- It is recommended to use a limited colour background with a pattern or graphics 50% filling the area.
- Must use tenant logo and "Opening Soon" at hoarding design.

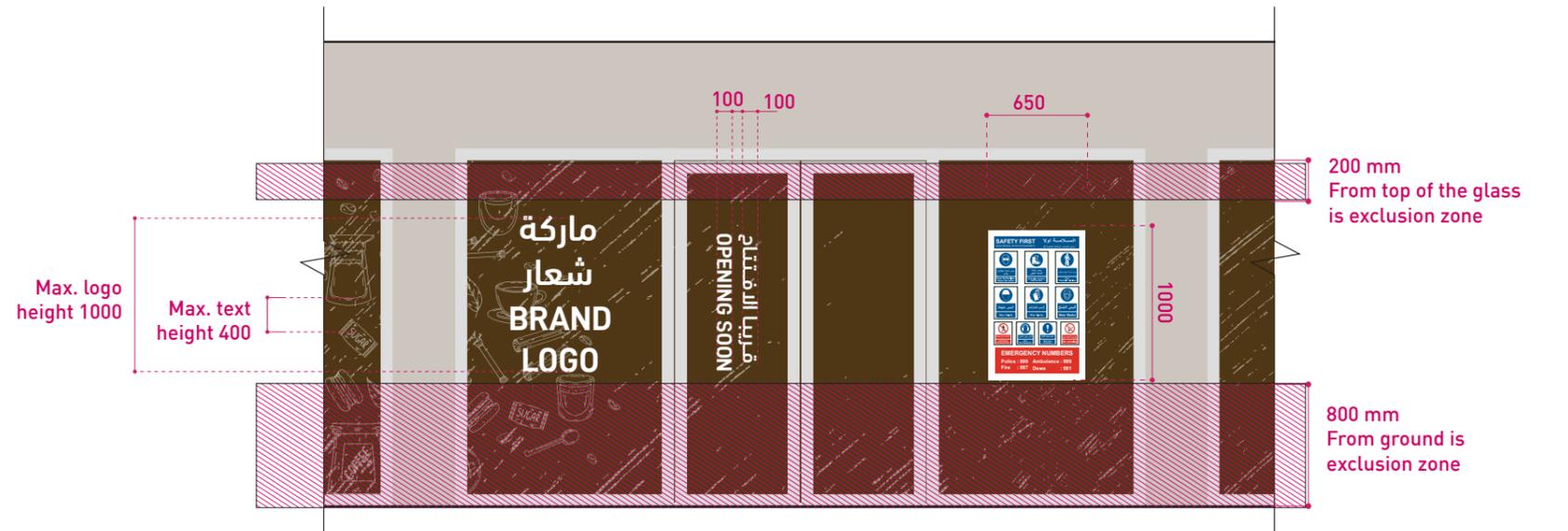
Guidelines provided is only an example and should be used as a guide, tenant to submit artwork for approval.

✓ Example of vinyl graphics



4. HOARDING SIGNAGE

TENANT HOARDING VINYL GRAPHICS EXAMPLES



4.2 HOARDING GYPSUM WALL

RETAIL OUTLETS:

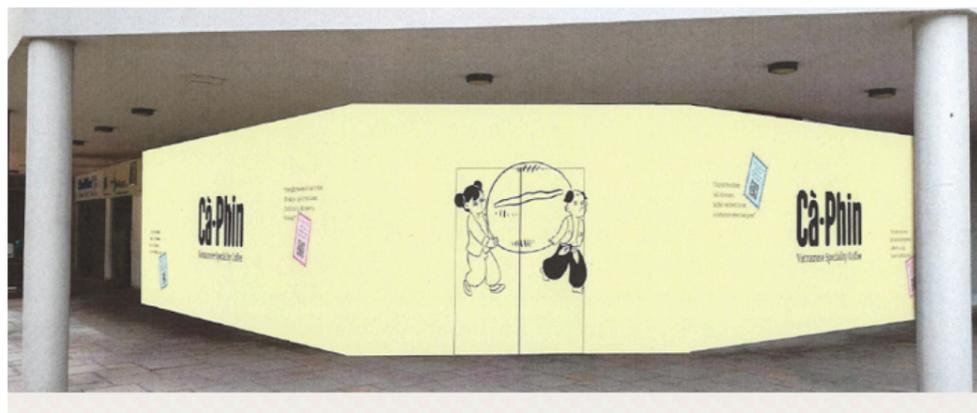
Shop hoardings are mandatory during periods of interior design fit-out and all phases of construction, including shop front maintenance.

GENERAL GUIDELINES:

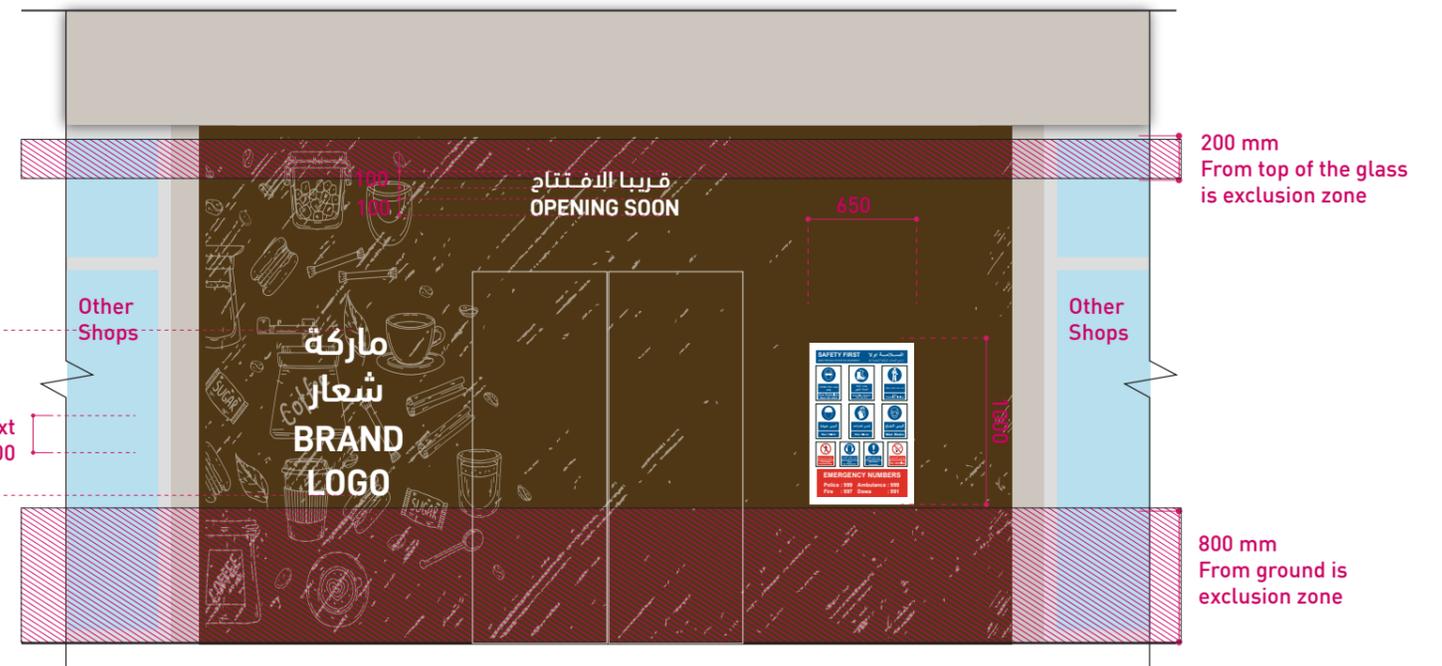
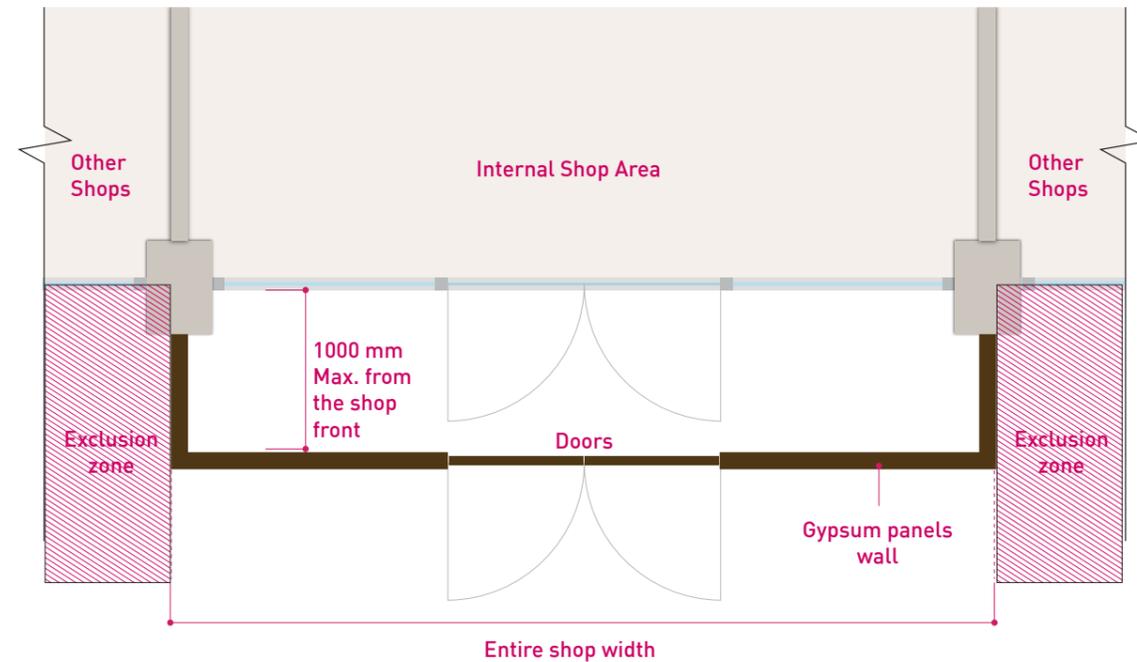
- Shop hoardings are a 'Health & Safety' precaution during periods of construction work to protect a retail store.
- Hoardings provide security to a work-site, restricting building materials from spilling out and preventing the public from entering a dangerous, prohibited work site.
- Gypsum panels hoardings to be applied to the front of the future tenant shop only.
- It's recommended to use a limited colour background with a pattern or graphics 50% filling the area.
- Must use tenant logo and "Opening Soon" at hoarding design.
- Hoardings shall be free-standing, not fixed or screwed into the building structure, and adequately weighted for stability. Any access doors shall open inwards towards the tenant area only, unless required otherwise by local code.

Guidelines provided is only an example and should be used as a guide, tenant to submit artwork for approval.

✓ Example of corner shop front with gypsum panels



TENANT HOARDING EXAMPLE TOP VIEW



TENANT HOARDING EXAMPLE FRONT VIEW

4.3 HOARDING PROHIBITED INSTALLATIONS

NOT RECOMMENDED:

To avoid mandatory precaution signs during periods of construction work.

NOT ALLOWED:

- Back painted windows or not covered at all during the construction period.
- Do not cover and obstruct any other tenants areas or any other feature walls.
- Not allowed to take more than a meter of the space for the build-up gypsum walls from the shop front.
- Contractor logos should not be used on hoardings.

Guidelines provided is only an example and should be used as a guide, tenant to submit artwork for approval.

⊗ Not allowed back painted glass



⊗ Uncovered windows are not allowed



⊗ No contractor logos on hoardings



⊗ Do not use photos



5. DESIGN APPROVAL PROCESS

5.1 DESIGN APPROVAL PROCESS

5.2 SUBMISSION REQUIREMENTS

5.2.1 FORMAT & NAMING CONVENTION

5.2.2 SUBMISISON CHECKLIST

5.1 DESIGN APPROVAL PROCESS

1. All submissions shall be logged via DMCC’s digital portal (My JLT or Unifer)
2. All submissions shall have unique reference numbers.
3. Review timelines are applicable as follows:
 - 5 working days for landlord review (applicable for DMCC owned units)
 - 10 working days for DMCC's review.
4. Formal feedback sheets to be issued for every stage.
5. Integration with ROFC database for inspection and renewal tracking is required.
6. Tenants are required to submit a short Sustainability Statement with all Retail Fit-Out Applications, covering:
 - a) Energy and water efficiency measures
 - b) Materials selection summary
 - c) Waste management plan
7. DMCC inspectors will verify implementation of Sustainability Statement as part of ROFC.
8. Statement confirm mandatory compliance with UAE Fire Code, Dubai Building Code, DMCC regulations and sustainability targets must be provided by the tenant.
9. Revision numbers shall be clearly stated at the end of each document and on all drawings to maintain a clear, auditable timeline of revisions and associated issues.

STAGE 1:
Pre-Application / Concept
Coordination

- Early engagement to confirm permitted use, façade intent, outdoor limits
- Outcome: DMCC Design Intent

STAGE 2:
Formal Design Submission

- Detailed design & technical review (shopfront, signage, MEP)
- Outcome: Provisional Fit-Out Approval

STAGE 3:
On-Site Fit-Out Inspection
& NOC

- Verify construction matches approved design
- Outcome: Fit-Out Completion Certificate
- Concordia to submit a photographic completion report clearly demonstrating compliance with all reviewed items, including photographic confirmation that any “Approved with Comments” items have been addressed.

STAGE 4:
ROFC Inspection &
Certification

- Check HSE and Design Guideline compliance
- Outcome: Retail Operational Fitness Certificate (ROFC) (1 year validity)

STAGE 5:
Annual Renewal /
Continuous Compliance

- Confirm ongoing upkeep, outdoor cleanliness, delivery & signage compliance
- Outcome: ROFC renewal or Rectification Notice

5.2 SUBMISSION REQUIREMENTS

5.2.1 FORMAT & NAMING CONVENTION

DRAWING FORMAT

1. Sheet size for the project shall be A1 or A3
2. All sheets must be the same size
3. Drawing scales must comply with the following:
 - Plans 1:50
 - Sections 1:50
 - Elevations 1:50
 - Details 1:20, 1:10 or 1:5 (as required to describe design intent)

DRAWING NUMBERING SEQUENCING

A00 Series General Information

- A00 Submission Checklist
- A01 Spare
- A09 Perspective and Interior Rendering

A10 Series Site / Setting Out

- A10 Context, Site, Setting out, Survey & Mobilization Drawings

A20 Series 20 Series -Plans

- A20 Overall Floor Plans
- A21 Sector Plans

A30 Series Elevations and Building Sections

- A30 Overall Elevations
- A31 Enlarged / Hidden Elevations
- A32 Overall Sections
- A33 Enlarged Sections

A40 Series Enlarged Plans/ Sections/ Elevations/ Details/ Vertical Transportation

- A41 Enlarged Plans / Sections
- A42 Spare
- A42 Elevator Plans/Sections/Details

A60 Series Interior Interface Details

- A62 Ceiling Details

A70 Series Specialist Consultants

- A70 Fire Separation And Exit Diagram

A80 Series Demolition

- A80 Demolition Plans/Sections/Elevations

A90 Series Construction Details and Finishes

- A90 Signage
- A91 Planters
- A92 FFE

EMAIL CORRESPONDENCE SUBJECT HEADING FORMAT

Tenant Name	-	Submission Type	-	Cluster
A	-	XXXX	-	Cluster X

SUBJECT HEADING EXAMPLE

Subject Heading	Tenant Name	Submission Type	Cluster
Bakemart_Overhead Signage_Cluster J	Bakemart	Overhead Signage	Cluster J

DRAWING NUMBERING FORMAT

Discipline Designator	Series	-	Condition	-	Sequential No.
A	XX	-	E (for existing) or P (for proposed)	-	ZZ

DRAWING NUMBERING EXAMPLE

Drawing No	Discipline & Series	Condition	Sequential No.
A20-P-01	A20 Architectural Floor Plan	P Proposed	01 Drawing 01

FOLDER NAME FORMAT

Project Number or Name	-	Originator Code	-	Stage	-	Revision	-	Date
00000 or 'Name'	-	XXX	-	01	-	00	-	YYYY/MM/DD

DRAWING TITLE BLOCK

Following information must be included in the drawing titleblock:

1. Project name and number
2. Drawing name and number
3. Consultant/Contractor name
4. Client name
5. Drawing scale
6. Date & revision*
7. Notes (if applicable)

* Revision number must be noted at end of all documents and drawings.

5.2 SUBMISSION REQUIREMENTS

5.2.2 SUBMISSION CHECKLIST

Ref.	Drawing Title	Description	Scale	Sheet Size	Included
A00 SERIES GENERAL INFORMATION					
A00-00	Submission Checklist	Checklist indicating all submitted drawings and format.	NTS	A1 / A3	Y/N
A09-C-01	Context Site Photographs	Context site photographs are to be provided, ensuring that all tenancy elevations are provided, including areas where no changes are proposed. Adjacent tenancy units should also be included, to clearly understand the surrounding context, including sight-lines, facade and contextual finishes etc.	NTS	A1 / A3	Y/N
A09-C-02	Context Site Photographs		NTS	A1 / A3	Y/N
A09-E-01	Existing Facade Renderings	A sufficient number of renderings should be provided to illustrate all façade conditions, including curtain walls, cladded walls, louvred screens, and signage. Renderings should include the arcade area for context. Number of sheets as required to describe design intent.	NTS	A1 / A3	Y/N
A09-E-02	Existing Facade Renderings		NTS	A1 / A3	Y/N
A09-E-03	Existing Facade Renderings		NTS	A1 / A3	Y/N
A09-P-01	Proposed Facade Renderings (DAY TIME)	Renderings of all façade conditions, including curtain walls, cladded walls, louvred screens, signage, proposed seating, landscape furniture, and external features with materials, in context. Number of sheets as required. Tenant to provide render showing signage during the day vs night.	NTS	A1 / A3	Y/N
A09-P-02	Proposed Facade Renderings (DAY TIME)		NTS	A1 / A3	Y/N
A09-P-03	Proposed Facade Renderings (NIGHT TIME)		NTS	A1 / A3	Y/N
A10 SERIES SITE					
A10-01	Hoarding Plans	Provide hoarding plans, elevations, sections, and details showing build-ups, materials, heights, fixing methods, and supports. All drawings must be fully dimensioned and labelled. Number of sheets as required to describe design intent.	1:50	A1 / A3	Y/N
A10-02	Hoarding Elevations		1:50	A1 / A3	Y/N
A10-03	Hoarding Sections		1:50	A1 / A3	Y/N
A20 SERIES PLANS					
A20-E-01	Existing Plan	Plan showing all external areas, outdoor furniture, clearance zones, and façade build-ups. Ensure that plans are fully dimensioned and labelled. Number of sheets as required to describe design intent.	1:50	A1 / A3	Y/N
A20-P-01	Proposed Plan		1:50	A1 / A3	Y/N
A30 SERIES SECTIONS & ELEVATIONS					
A30-E-01	Existing Sections	Sections for all façade elevation conditions, including curtain walls, cladded walls, louvred screens, and signage. Extend sections beyond façade lines to encompass the whole of the arcade area. Ensure all sections are fully dimensioned and labelled. Number of sheets as required to describe design intent.	1:50	A1 / A3	Y/N
A30-P-01	Proposed Sections		1:50	A1 / A3	Y/N
A32-E-01	Existing Elevations	Elevations to be provided for all unit façade faces. Extend sections beyond façade lines to encompass the whole of the arcade area. Ensure all elevations are fully dimensioned and labelled. Number of sheets as required to describe design intent.	1:50	A1 / A3	Y/N
A32-P-01	Proposed Elevations		1:50	A1 / A3	Y/N
A32-P-02	Proposed Elevations		1:50	A1 / A3	Y/N
A90 SERIES Details					
A90-01	Signage Details	Provide signage elevations, sections, and details showing build-ups, materials, mounting, and interface conditions. All drawings must be fully dimensioned and labelled. Number of sheets as required to describe design intent.	1:20	A1 / A3	Y/N
A91-01	Planter Details	Provide detailed drawings for all external furniture and landscape elements, including build-ups, materials, heights, fixings, and interface conditions. All details must be fully dimensioned and clearly labelled. Number of sheets as required to describe design intent.	1:10	A1 / A3	Y/N
A92-01	FFE Details	Provide details or data sheets for all external furniture including materials, heights, fixings, and interface conditions if applicable. Number of sheets as required to describe design intent.	NTS	A1 / A3	Y/N
A92-02	FFE Details		NTS	A1 / A3	Y/N

5. DESIGN APPROVAL PROCESS

APPENDIX

A – SUBMISSION SAMPLE

Information Submission Checklist

Drawing information should include all content from the sample submission package.

Ref.	Drawing Title	Description	Scale	Sheet Size	Included
A00 SERIES GENERAL INFORMATION					
A00-00	Submission Checklist	Ckecklist indicating all submitted dawings and format.	NTS	A3	<input type="checkbox"/>
A09-C-01	Context Site Photographs	Context site photographs are to be provided, ensuring that all tenancy elevations are provided, including areas where no changes are proposed. Adjacent tenancy units should also be included, to clearly understand the surrounding context, including sight-lines, facade and contextual finishes etc.	NTS	A3	<input type="checkbox"/>
A09-C-02	Context Site Photographs		NTS	A3	<input type="checkbox"/>
A09-E-01	Existing Facade Renderings	A sufficient number of renderings should be provided to illustrate all façade conditions, including curtain walls, cladded walls, louvred screens, and signage. Renderings should include the arcade area for context. Number of sheets as required to describe design intent.	NTS	A3	<input type="checkbox"/>
A09-E-02	Existing Facade Renderings		NTS	A3	<input type="checkbox"/>
A09-E-03	Existing Facade Renderings		NTS	A3	<input type="checkbox"/>
A09-P-01	Proposed Facade Renderings	Renderings of all façade conditions, including curtain walls, cladded walls, louvred screens, signage, proposed seating, landscape furniture, and external features with materials, in context. Number of sheets as required.	NTS	A3	<input type="checkbox"/>
A09-P-02	Proposed Facade Renderings		NTS	A3	<input type="checkbox"/>
A09-P-03	Proposed Facade Renderings		NTS	A3	<input type="checkbox"/>
A10 SERIES SITE					
A10-01	Hoarding Plans	Provide hoarding plans, elevations, sections, and details showing build-ups, materials, heights, fixing methods, and supports. All drawings must be fully dimensioned and labelled. Number of sheets as required to describe design intent.	1:50	A3	<input type="checkbox"/>
A10-02	Hoarding Elevations		1:50	A3	<input type="checkbox"/>
A10-03	Hoarding Sections		1:50	A3	<input type="checkbox"/>
A20 SERIES PLANS					
A20-E-01	Existing Plan	Plan showing all external areas, outdoor furniture, clearance zones, and façade build-ups. Ensure that plans are fully dimensioned and labelled. Number of sheets as required to describe design intent.	1:50	A3	<input type="checkbox"/>
A20-P-01	Proposed Plan		1:50	A3	<input type="checkbox"/>
A30 SERIES SECTIONS & ELEVATIONS					
A30-E-01	Existing Sections	Sections for all façade elevation conditions, including curtain walls, cladded walls, louvred screens, and signage. Extend sections beyond façade lines to encompass the whole of the arcade area. Ensure all sections are fully dimensioned and labelled. Number of sheets as required to describe design intent.	1:50	A3	<input type="checkbox"/>
A30-P-01	Proposed Sections		1:50	A3	<input type="checkbox"/>
A32-E-01	Existing Elevations	Elevations to be provided for all unit façade faces. Extend sections beyond façade lines to encompass the whole of the arcade area. Ensure all elevations are fully dimensioned and labelled. Number of sheets as required to describe design intent.	1:50	A3	<input type="checkbox"/>
A32-P-01	Proposed Elevations		1:50	A3	<input type="checkbox"/>
A32-P-02	Proposed Elevations		1:50	A3	<input type="checkbox"/>
A90 SERIES DETAILS					
A90-01	Signage Details	Provide signage elevations, sections, and details showing build-ups, materials, mounting, and interface conditions. All drawings must be fully dimensioned and labelled. Number of sheets as required to describe design intent.	1:20	A3	<input type="checkbox"/>
A91-01	Planter Details	Provide detailed drawings for all external furniture and landscape elements, including build-ups, materials, heights, fixings, and interface conditions. All details must be fully dimensioned and clearly labelled. Number of sheets as required to describe design intent.	1:10	A3	<input type="checkbox"/>
A92-01	FFE Details	Provide detailes or data sheets for all external furniture including materials, heights, fixings, and interface conditions if applicable. Number of sheets as required to describe design intent.	NTS	A3	<input type="checkbox"/>
A92-02	FFE Details		NTS	A3	<input type="checkbox"/>

General Notes :

Notes/Specifications :

No: Issued For : Date
Consultants :

Checked : A.M. Drawn : R.T.

Client :

Project :

JLT RETAIL

Drawing Title :

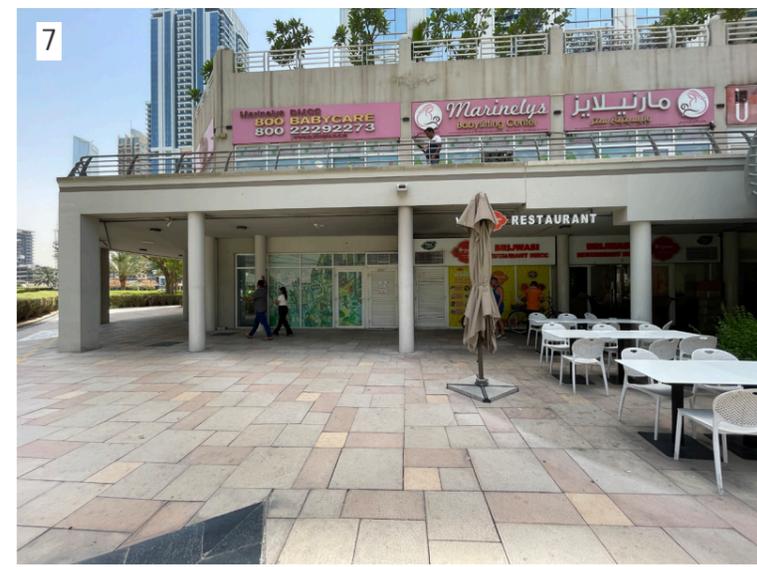
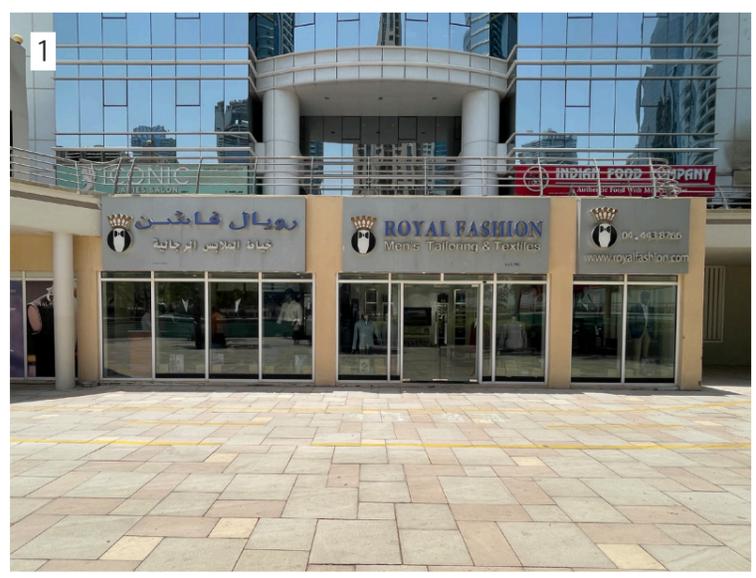
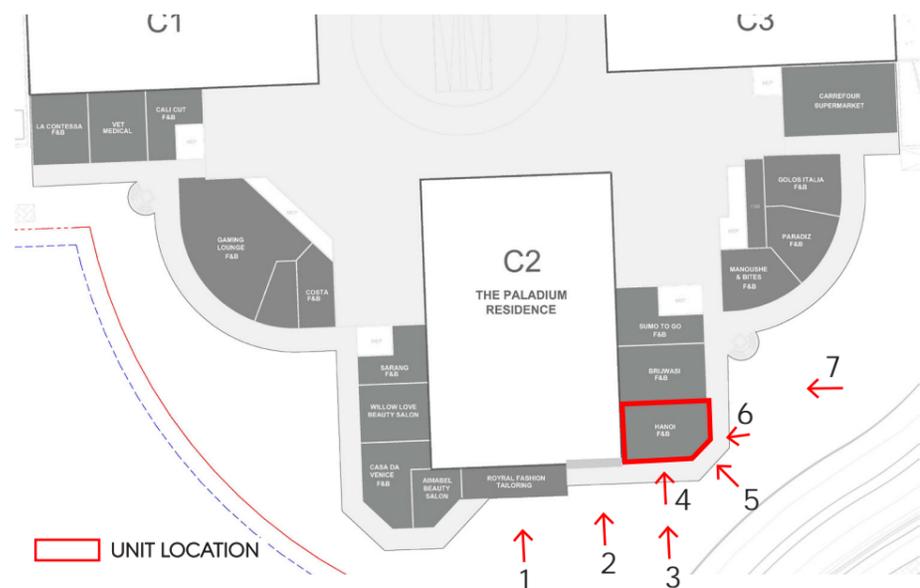
SUBMISSION CHECKLIST

Scale : N.T.S

Project No:

Drawing No.

A00-00



General Notes :

Notes/Specifications :

No: Issued For: Date
Consultants:

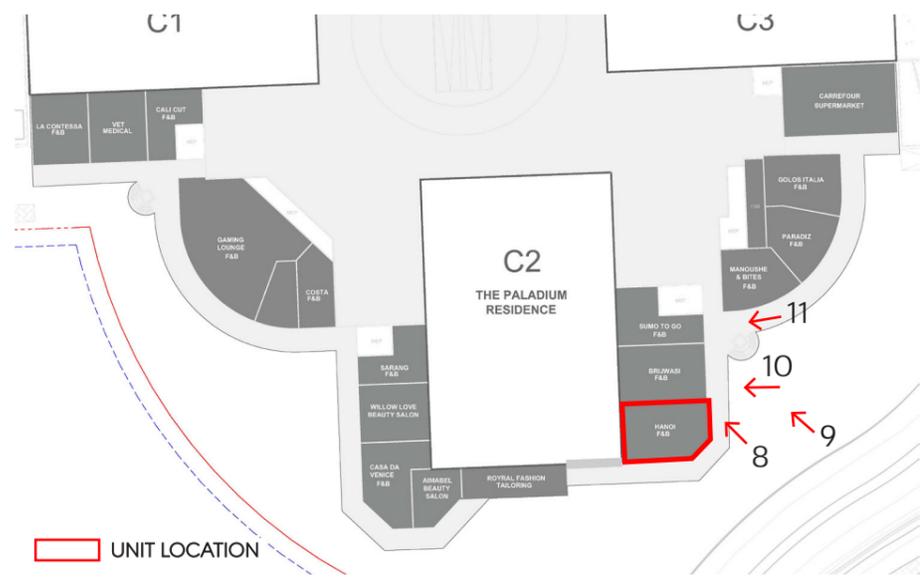
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Client :

Project :
JLT RETAIL

Drawing Title :
CONTEXT
SITE PHOTOGRAPHS

Scale : N.T.S. Drawing No.
Project No: A09-C-01



General Notes :

Notes/Specifications :

No:	Issued For :	Date
Consultants :		
Checked :	A.M.	Drawn :
R.T.		
Client :		
Project :		
JLT RETAIL		
Drawing Title :		
CONTEXT SITE PHOTOGRAPHS		
Scale :	N.T.S.	Drawing No.
Project No:		A09-C-02




 DAY TIME RENDER

General Notes :

Notes/Specifications :

No: Issued For : Date

Consultants :

Checked : A.M. Drawn : R.T.

Client :

Project :
JLT RETAIL

Drawing Title :
EXISTING
3D RENDERS

Scale : N.T.S. Project No:	Drawing No. A09-E-01
-------------------------------	-------------------------



2 DAY TIME RENDER



1 DAY TIME RENDER

General Notes :

Notes/Specifications :

No:	Issued For :	Date
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Consultants :

Checked : A.M.	Drawn : R.T.
----------------	--------------

Client :

Project :
JLT RETAIL

Drawing Title :
EXISTING
3D RENDERS

Scale : N.T.S.	Drawing No.
Project No:	A09-E-02




 DAY TIME RENDER

General Notes :

Notes/Specifications :

No:	Issued For :	Date
-----	--------------	------

Consultants :

Checked : A.M.	Drawn : R.T.
----------------	--------------

Client :

Project :

JLT RETAIL

Drawing Title :

**PROPOSED
3D RENDERS**

Scale : N.T.S.	Drawing No.
Project No:	A09-P-01



 NIGHT TIME RENDER

General Notes :

Notes/Specifications :

No:	Issued For :	Date
-----	--------------	------

Consultants :

Checked : A.M.	Drawn : R.T.
----------------	--------------

Client :

Project :

JLT RETAIL

Drawing Title :

PROPOSED
3D RENDERS

Scale : N.T.S.

Project No:

Drawing No.

A09-P-02



2 DAY TIME RENDER



1 DAY TIME RENDER

General Notes :

Notes/Specifications :

No: Issued For : Date
Consultants :

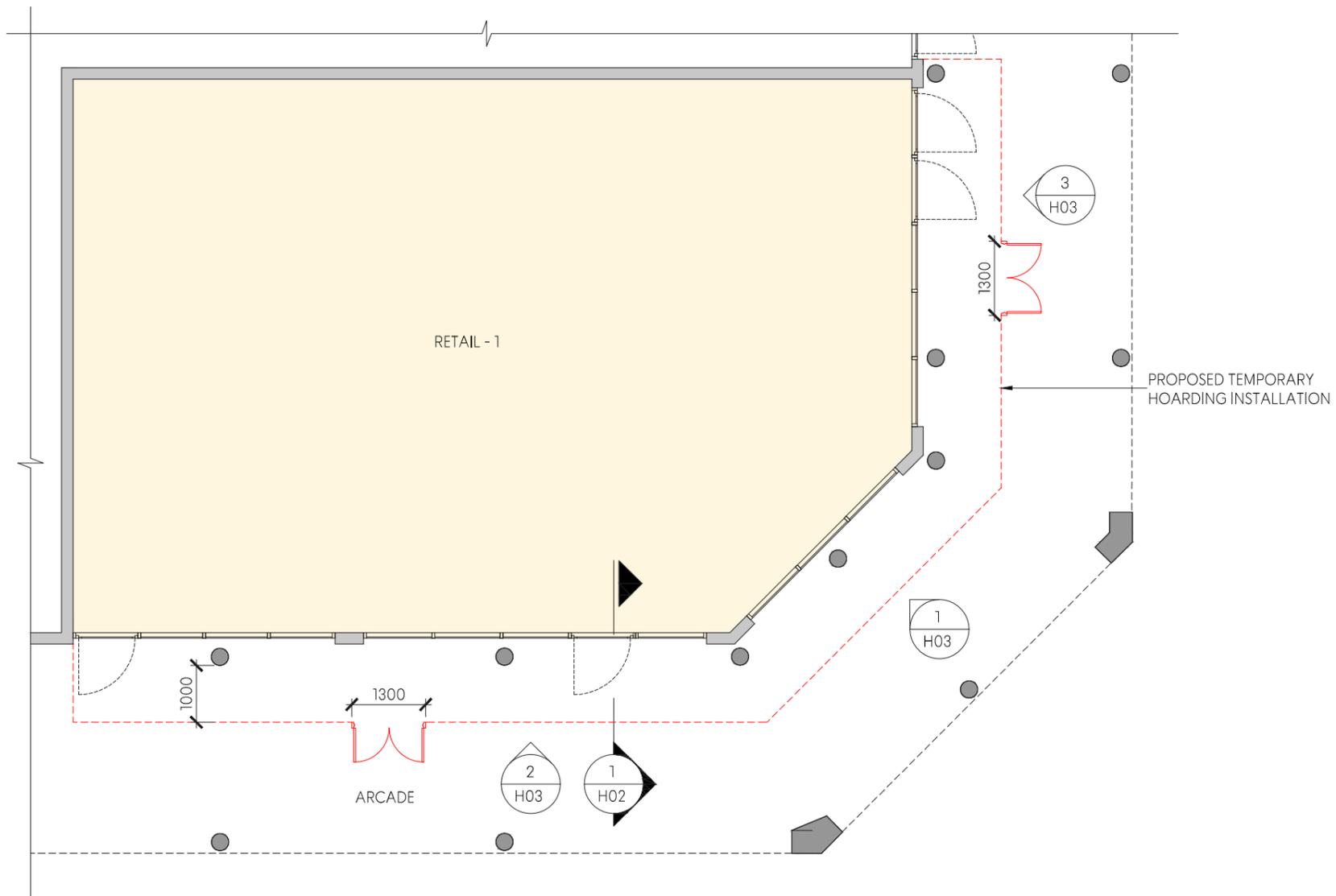
Checked : A.M. Drawn : R.T.

Client :

Project :
JLT RETAIL

Drawing Title :
PROPOSED
3D RENDERS

Scale : N.T.S. Drawing No.
Project No: A09-P-03



General Notes :

Notes/Specifications :

No: Issued For : Date

Consultants :

Checked : A.M. Drawn : R.T.

Client :

Project :
JLT RETAIL

Drawing Title :
HOARDING PLAN
EXISTING DESIGN

Scale : 1:100 Drawing No.
Project No: A10-01

General Notes :

Notes/Specifications :

No: Issued For : Date

Consultants :

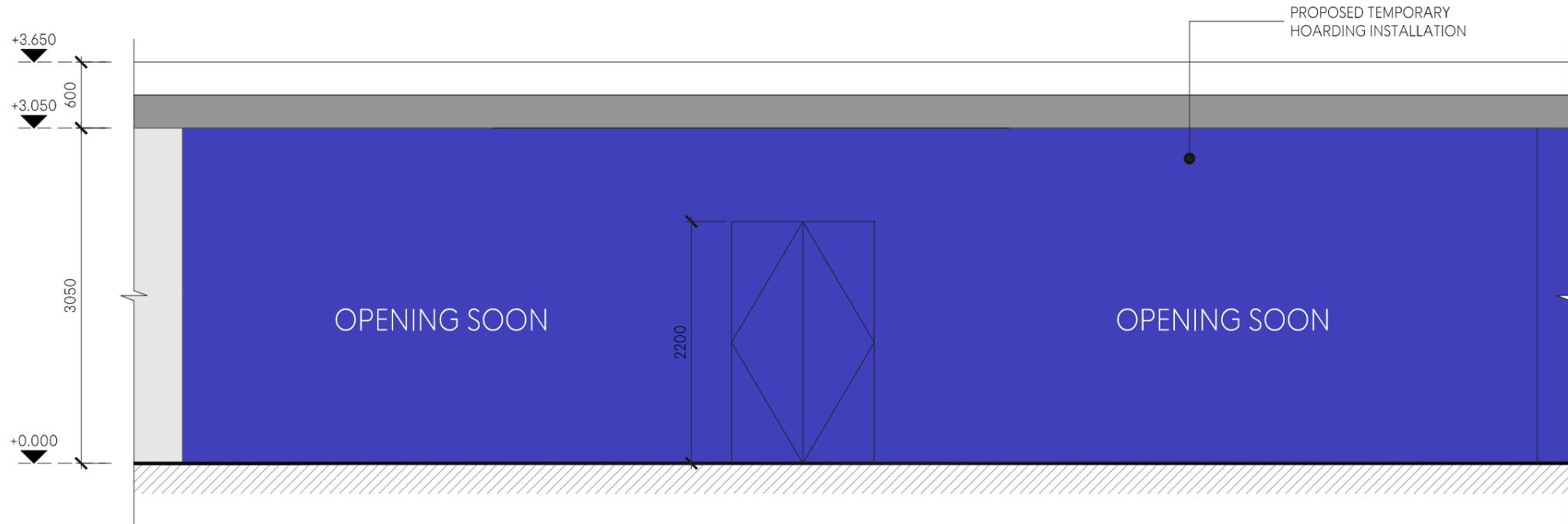
Checked : A.M. Drawn : R.T.

Client :

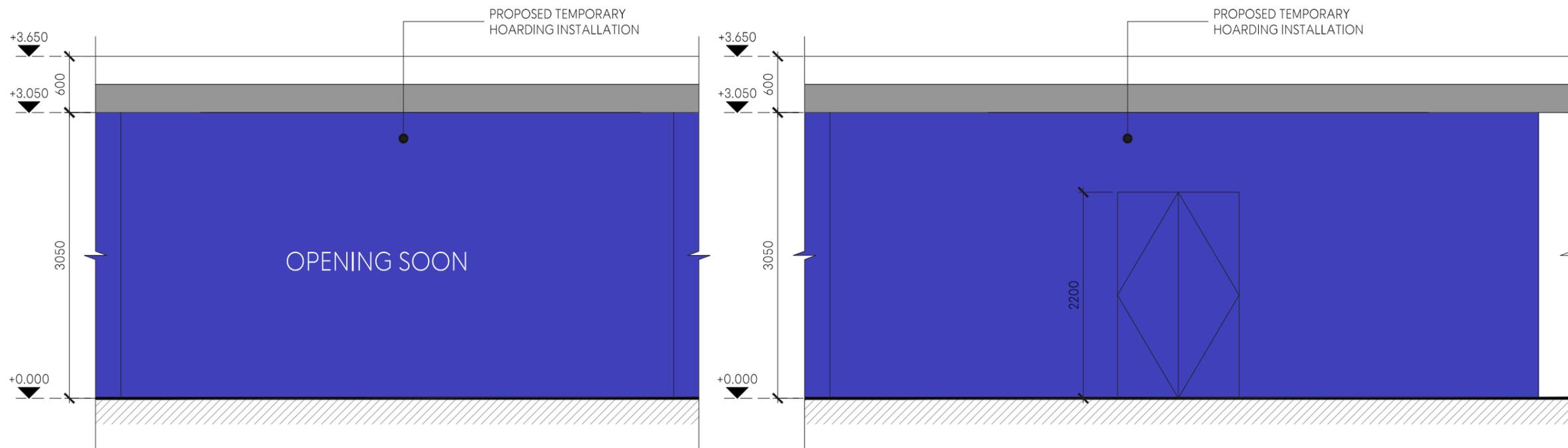
Project :
JLT RETAIL

Drawing Title :
ELEVATION HOARDING

Scale : 1:50 Drawing No.
Project No: A10-02

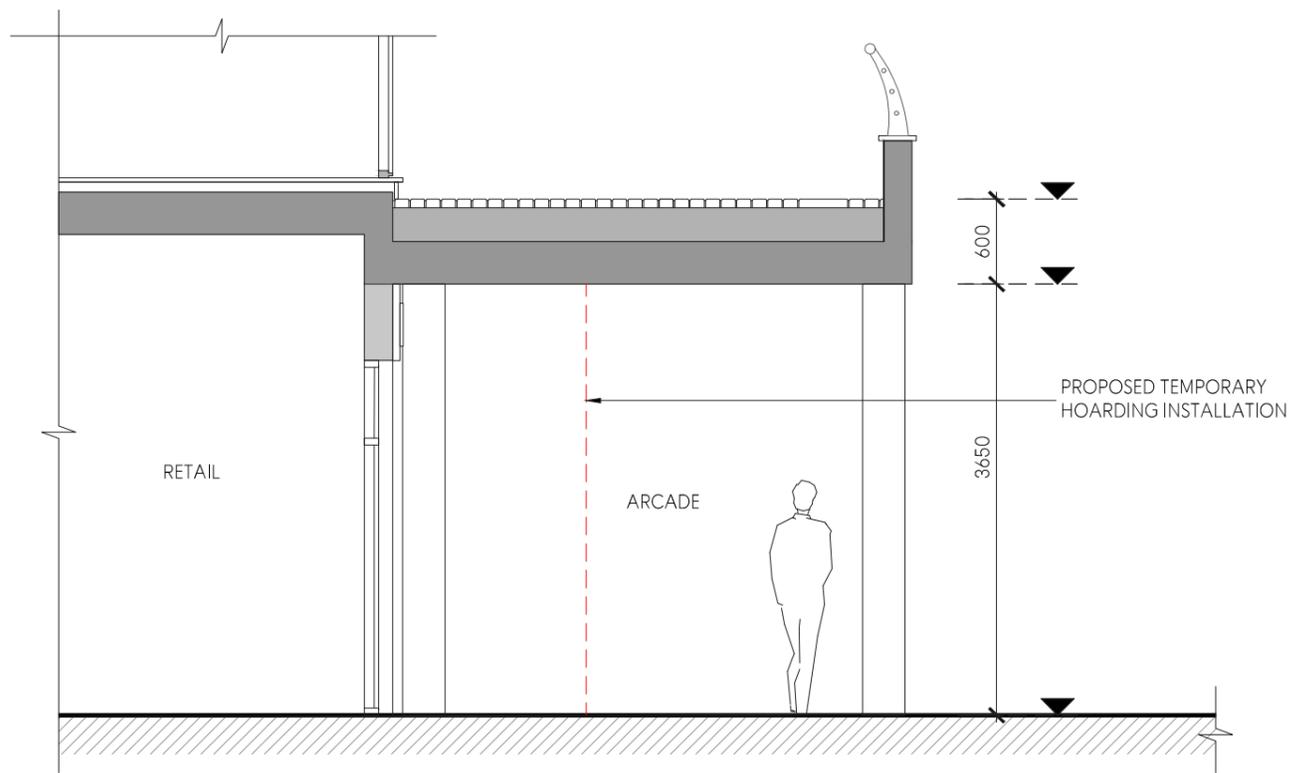


2 ELEVATION - 2
HOARDING
SCALE-1:50



1 ELEVATION - 1
HOARDING
SCALE-1:50

3 ELEVATION - 3
HOARDING
SCALE-1:50



SECTION - 1
 HOARDING
 SCALE-1:50

General Notes :

Notes/Specifications :

No: Issued For: Date

Consultants:

Checked : A.M. Drawn : R.T.

Client :

Project :

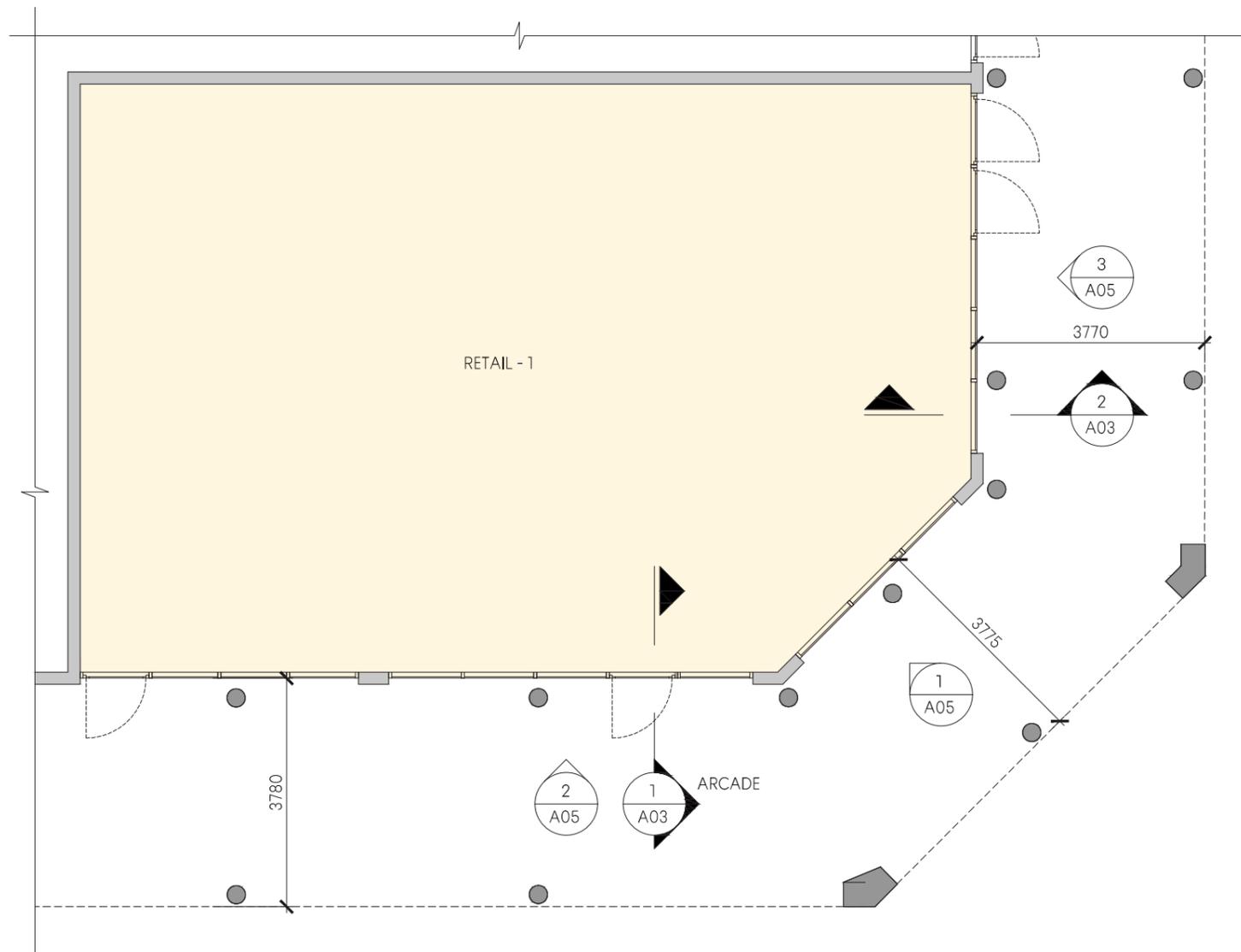
JLT RETAIL

Drawing Title :

SECTION
 HOARDING

Scale : 1:50 Drawing No.

Project No: A10-03



General Notes :

Notes/Specifications :

No: Issued For : Date

Consultants :

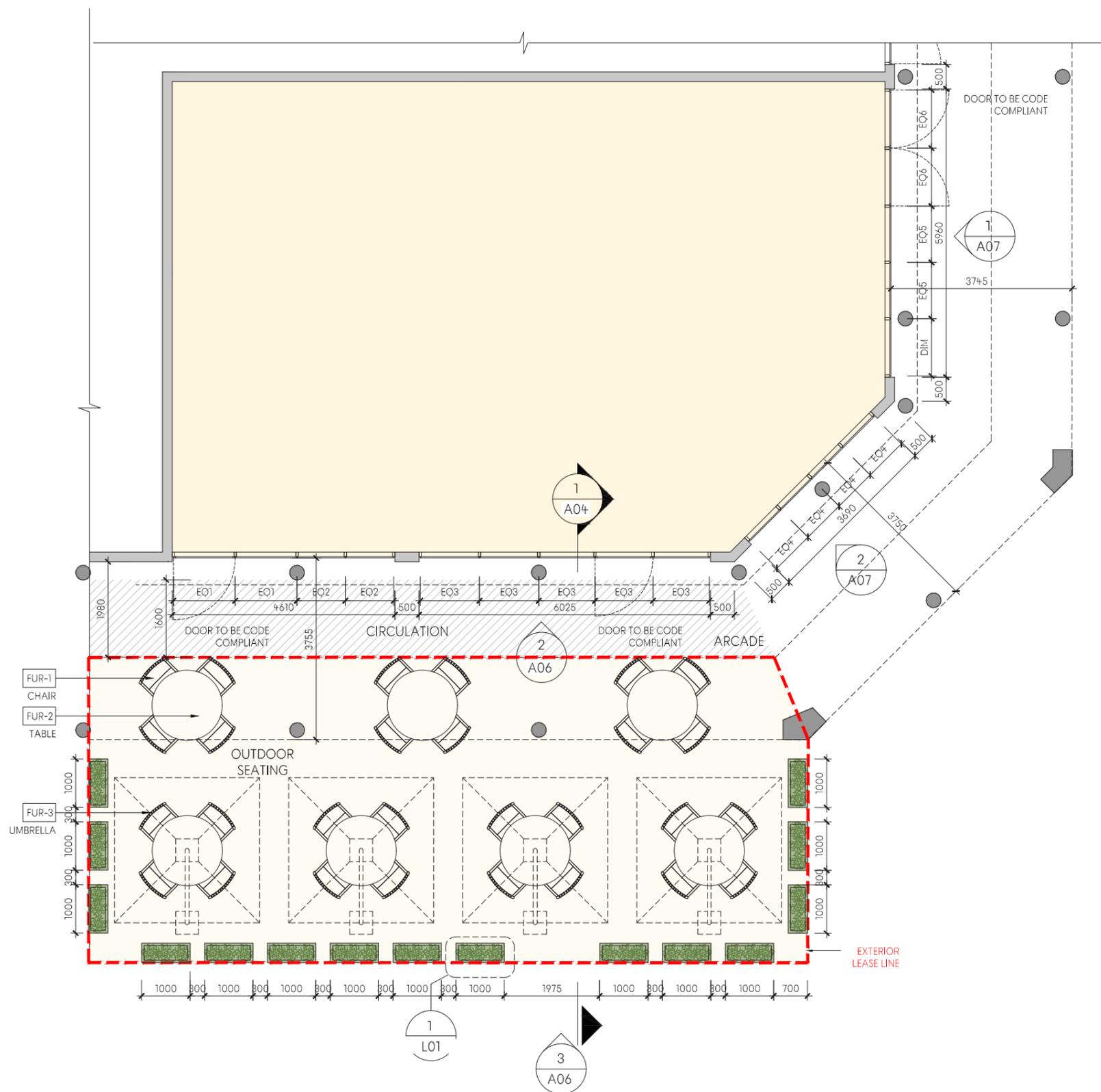
Checked : A.M. Drawn : R.T.

Client :

Project :
JLT RETAIL

Drawing Title :
GROUND FLOOR PLAN
EXISTING DESIGN

Scale : 1:100 Drawing No.
Project No: A20-E-01



General Notes :

Notes/Specifications :

No: Issued For : Date

Consultants :

Checked : A.M. Drawn : R.T.

Client :

Project :

JLT RETAIL

Drawing Title :

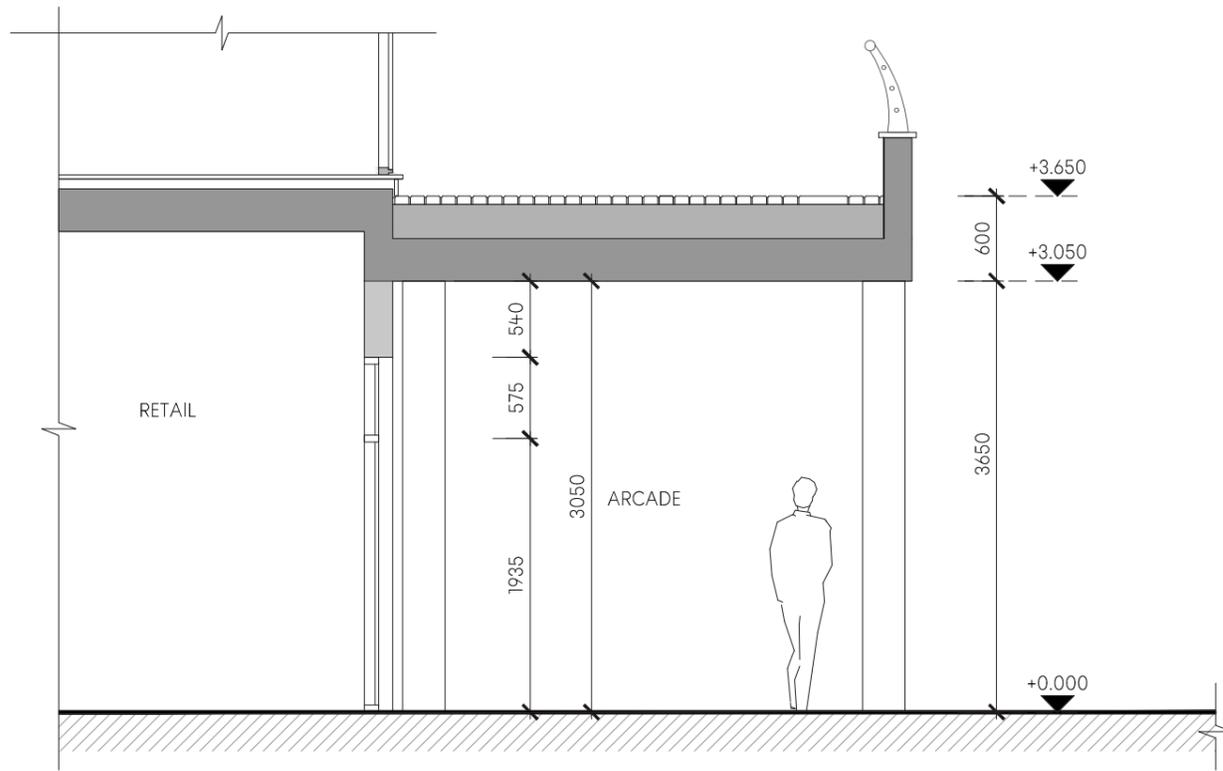
GROUND FLOOR PLAN
PROPOSED DESIGN

Scale: 1:100

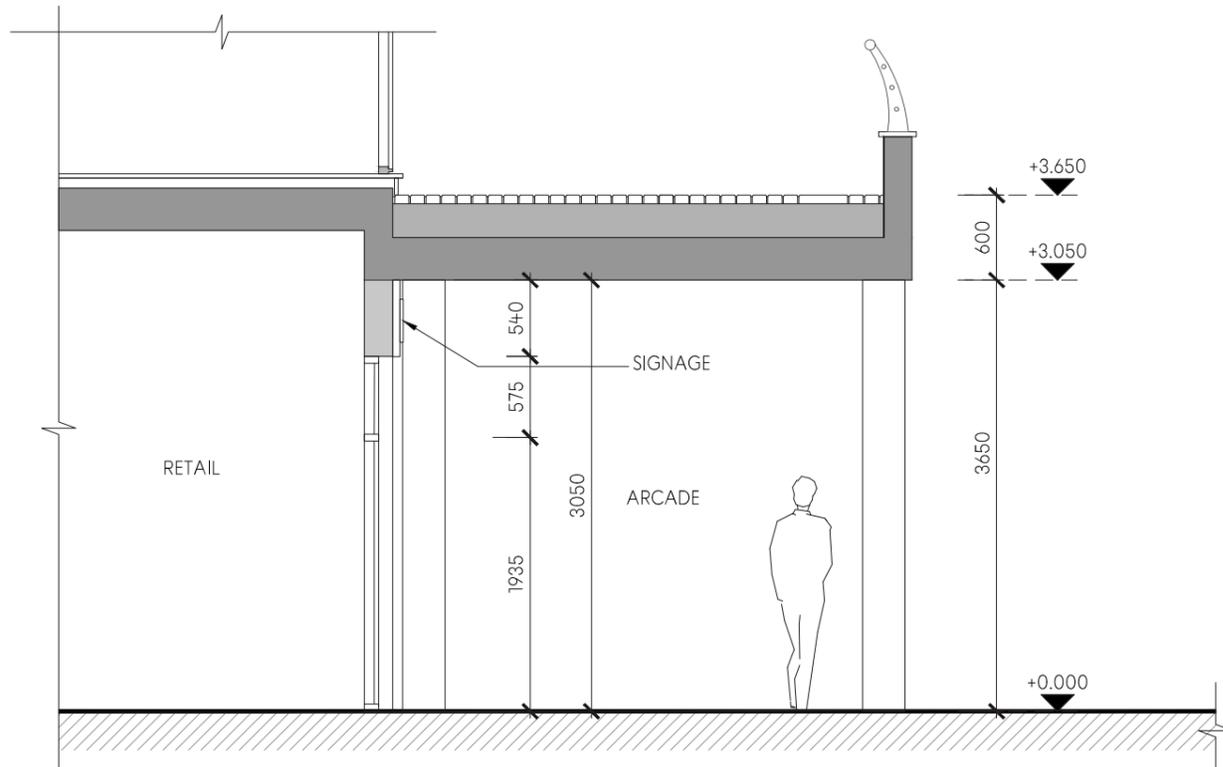
Drawing No.

Project No:

A20-P-01



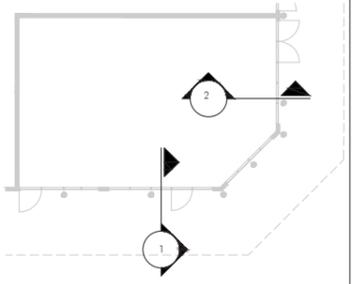
SECTION - 2
EXISTING
SCALE: 1:50



SECTION - 1
EXISTING
SCALE: 1:50

General Notes :

Notes/Specifications :



No: Issued For : Date

Consultants :

Checked : A.M. Drawn : R.T.

Client :

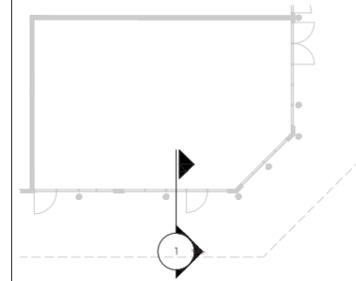
Project :
JLT RETAIL

Drawing Title :
SECTION
EXISTING DESIGN

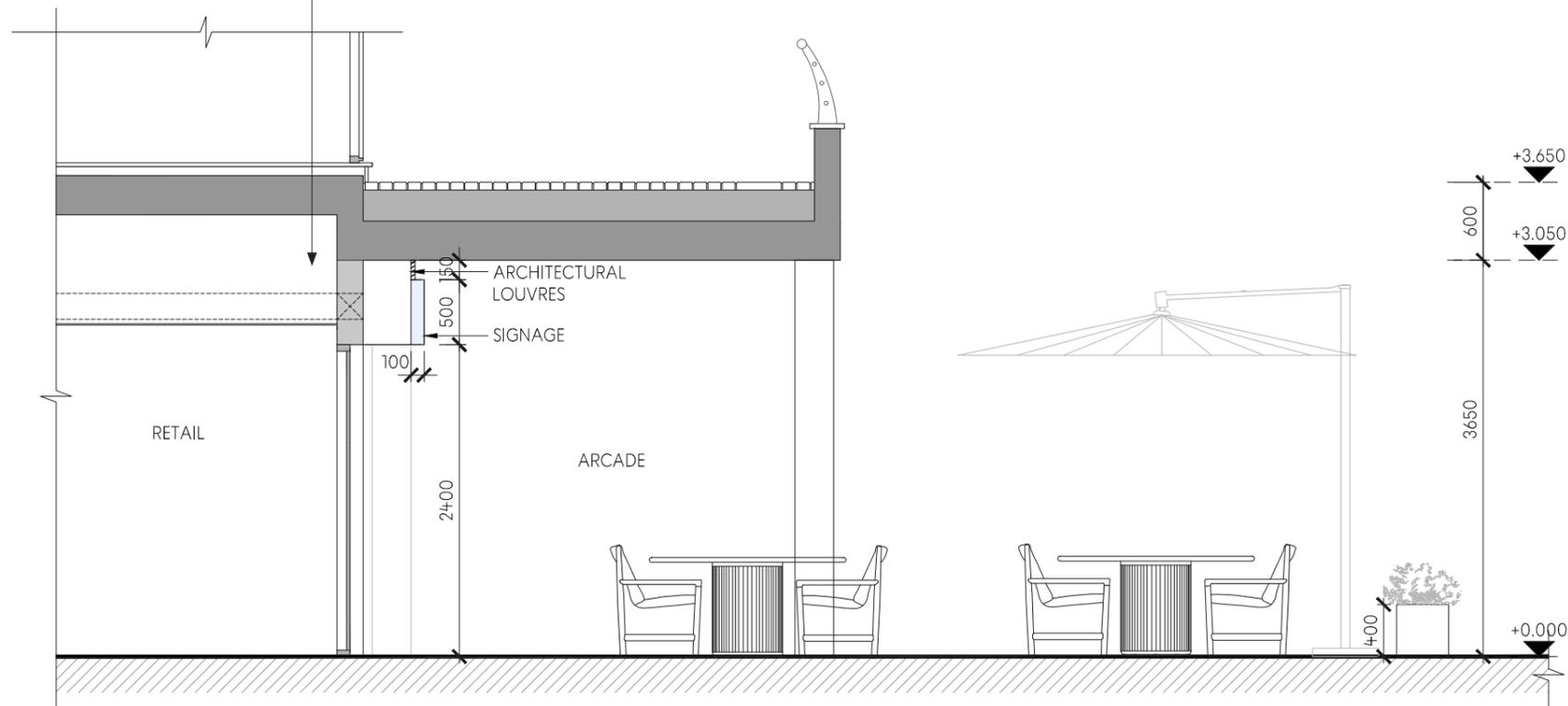
Scale : 1:50	Drawing No.
Project No:	A30-E-01

General Notes :

Notes/Specifications :



ALL ELECTRICAL COMPONENTS RELATED TO THE SIGNAGE LED LIGHTS SUCH AS TRANSFORMER, POWER SUPPLY, TIMER, ETC., SHALL BE LOCATED WITHIN THE TENANCY, IN AN ACCESSIBLE LOCATION.



SECTION - 1
PROPOSED
SCALE: 1:50

No: Issued For: Date
Consultants:

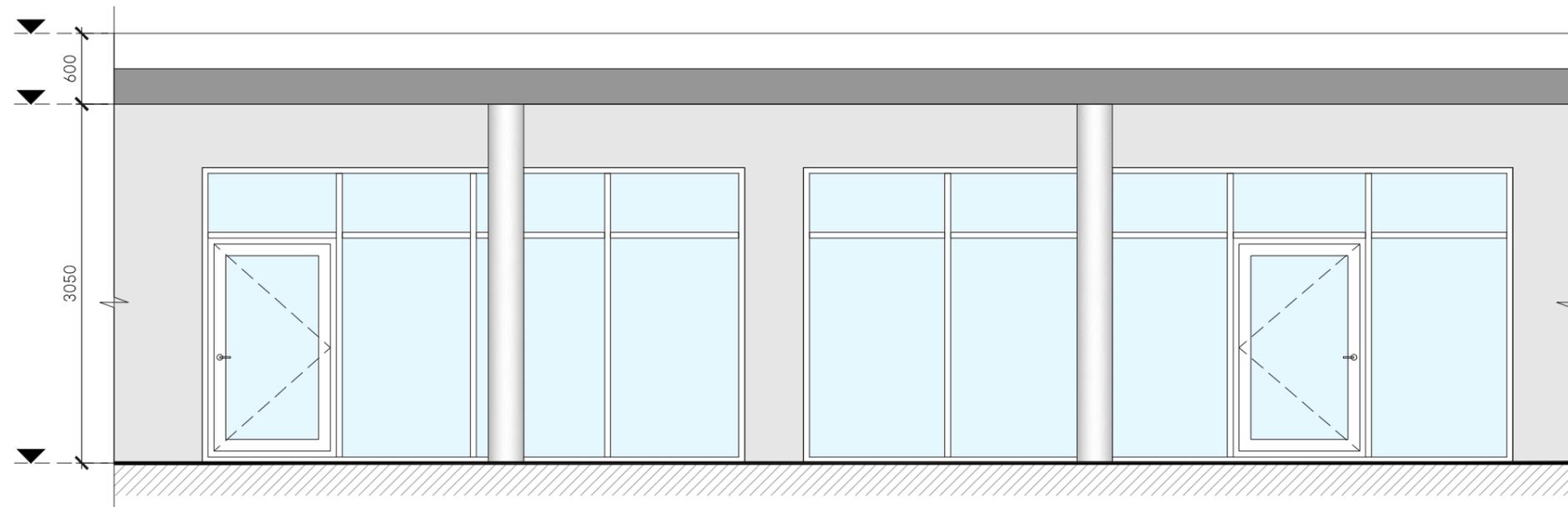
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Client :

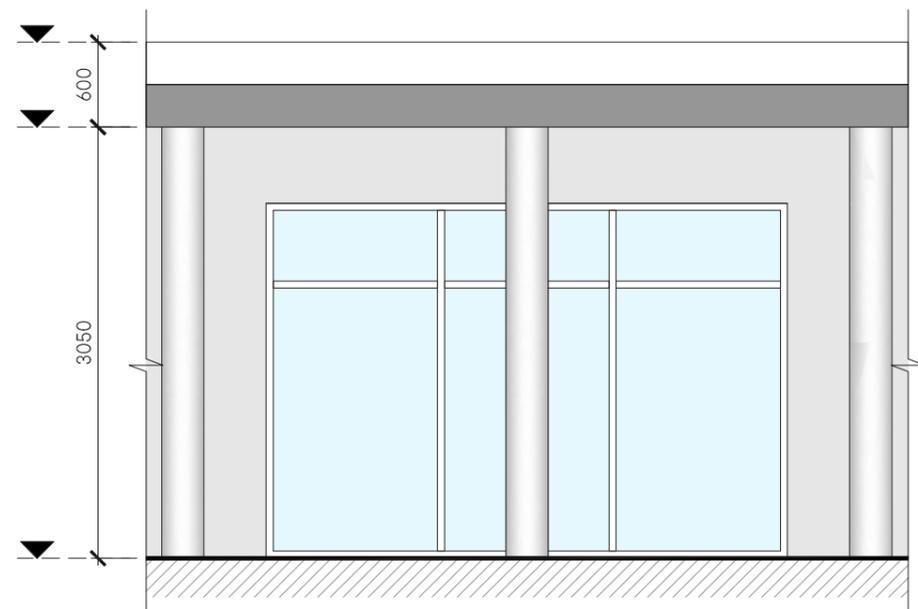
Project :
JLT RETAIL

Drawing Title :
SECTION
PROPOSED DESIGN

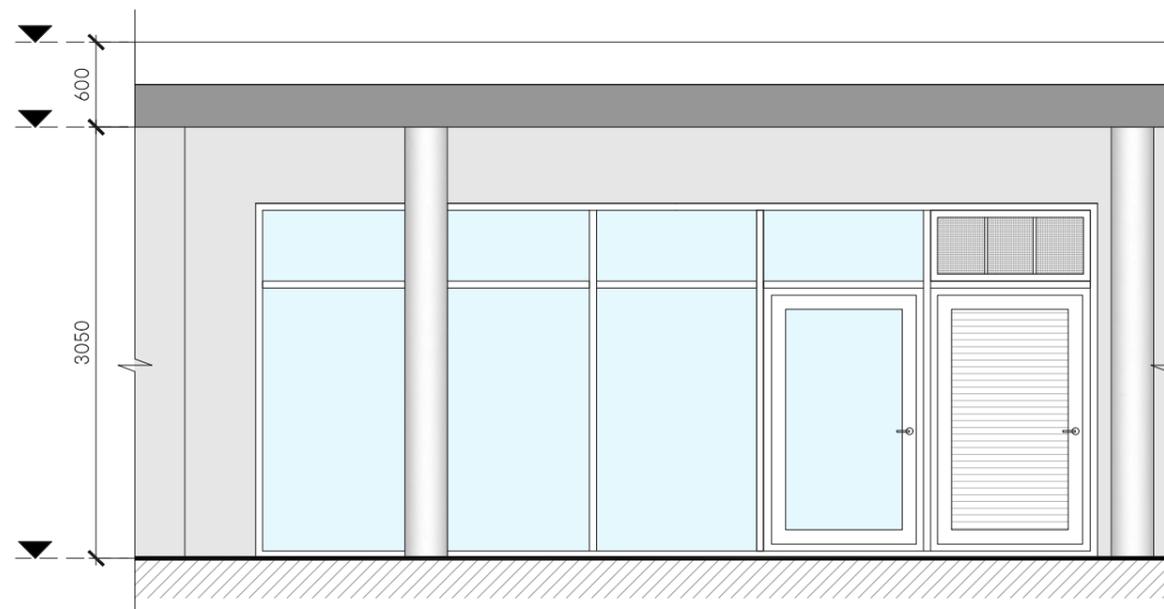
Scale : 1:50 Drawing No.
Project No: A30-P-01



2 ELEVATION - 2
EXISTING
SCALE-1:50



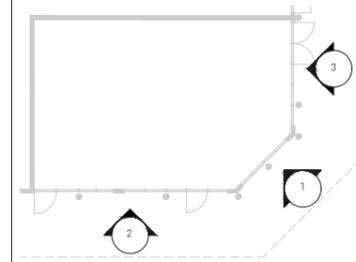
1 ELEVATION - 1
EXISTING
SCALE-1:50



3 ELEVATION - 3
EXISTING
SCALE-1:50

General Notes :

Notes/Specifications :



No:	Issued For :	Date
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Consultants :

Checked : A.M. Drawn : R.T.

Client :

Project :

JLT RETAIL

Drawing Title :

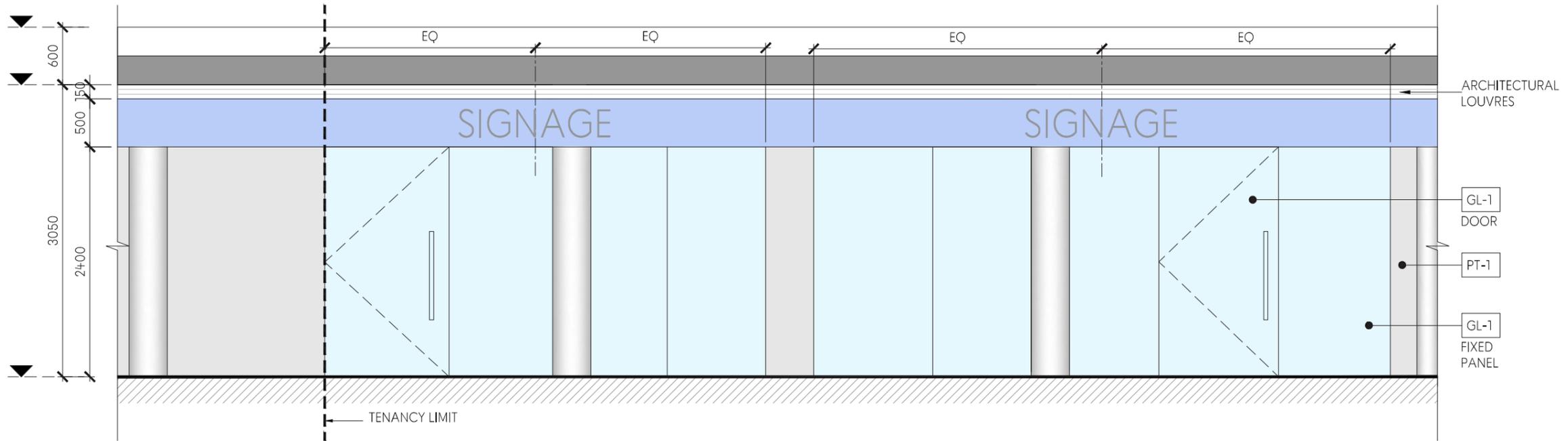
ELEVATION
EXISTING DESIGN

Scale : 1:100

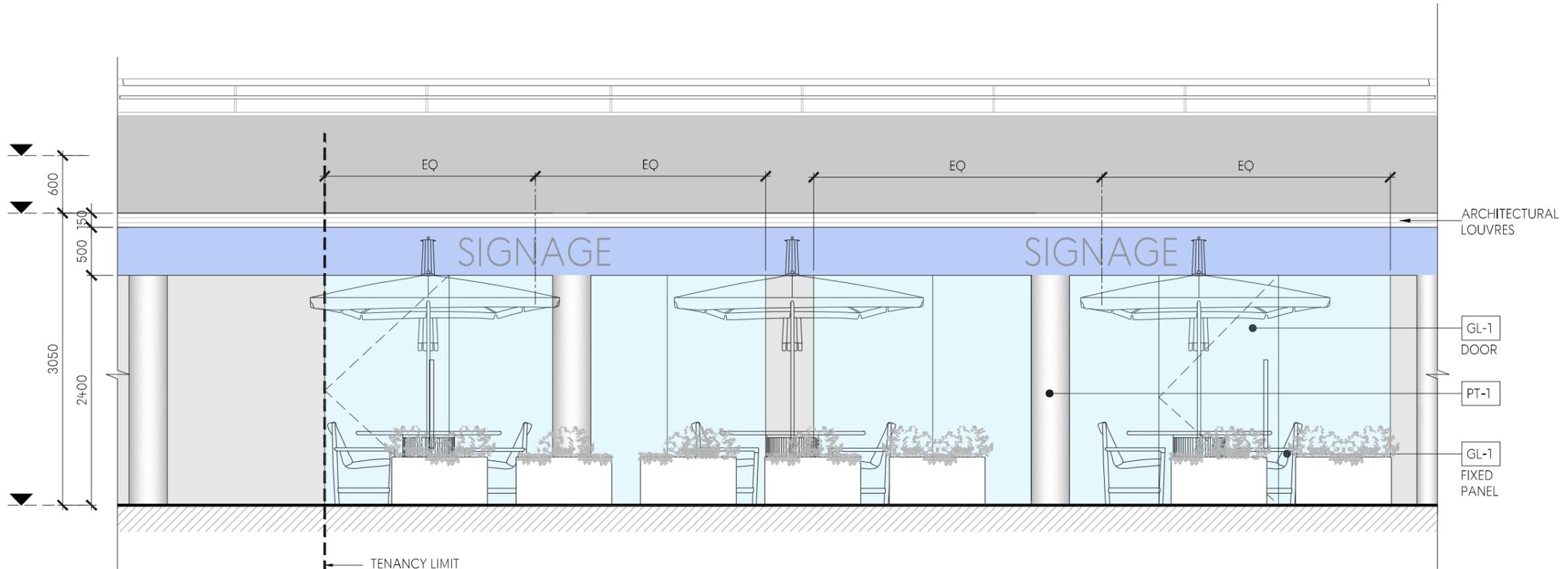
Drawing No.

Project No:

A32-E-01



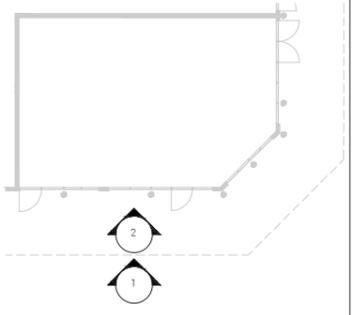
2
ELEVATION - 2
PROPOSED
SCALE: 1:50



1
ELEVATION - 1
PROPOSED
SCALE: 1:50

General Notes :

Notes/Specifications :



No:	Issued For :	Date
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Consultants :

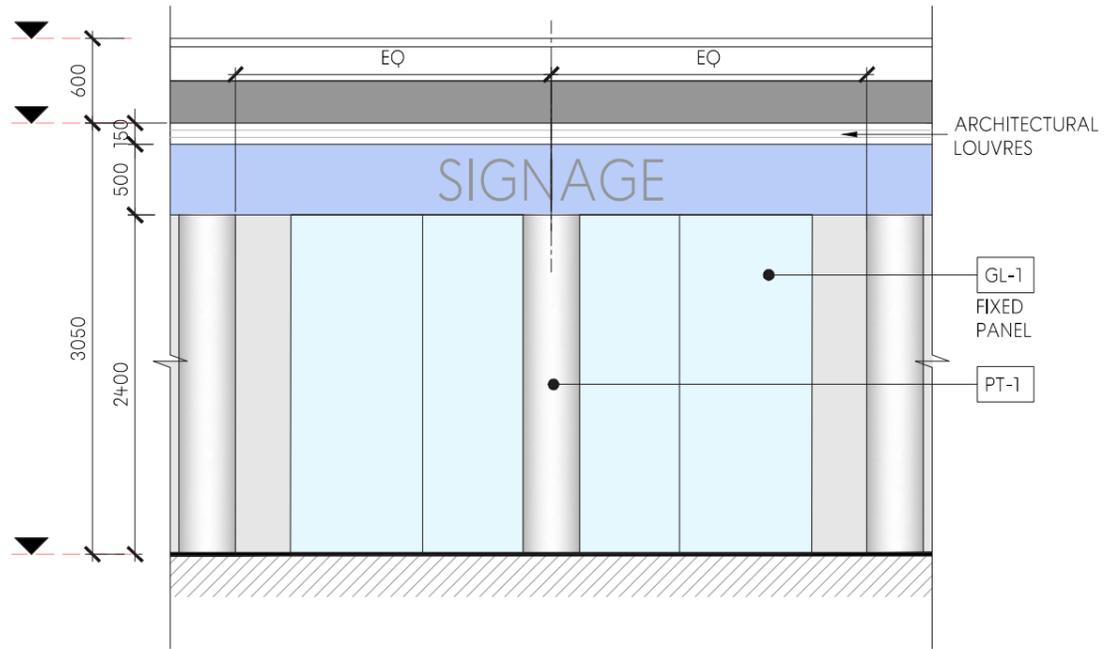
Checked : A.M.	Drawn : R.T.
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Client :

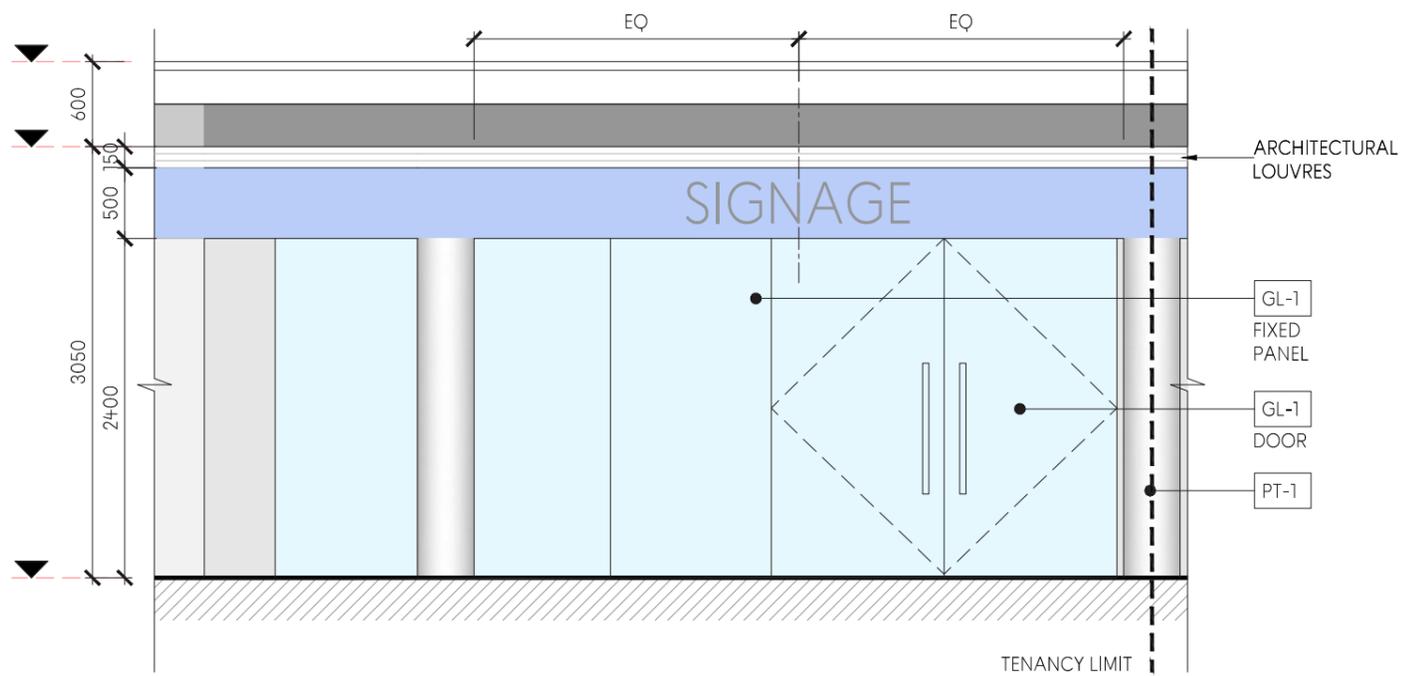
Project :
JLT RETAIL

Drawing Title :
ELEVATION PROPOSED DESIGN

Scale : 1:50	Drawing No.
Project No:	A32-P-01



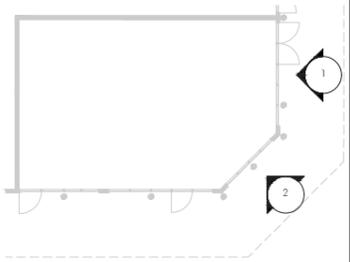
2
ELEVATION - 2
PROPOSED
SCALE: 1:50



1
ELEVATION - 1
PROPOSED
SCALE: 1:50

General Notes :

Notes/Specifications :



No:	Issued For :	Date
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Consultants :

Checked : A.M.	Drawn : R.T.
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Client :

Project :

JLT RETAIL

Drawing Title :

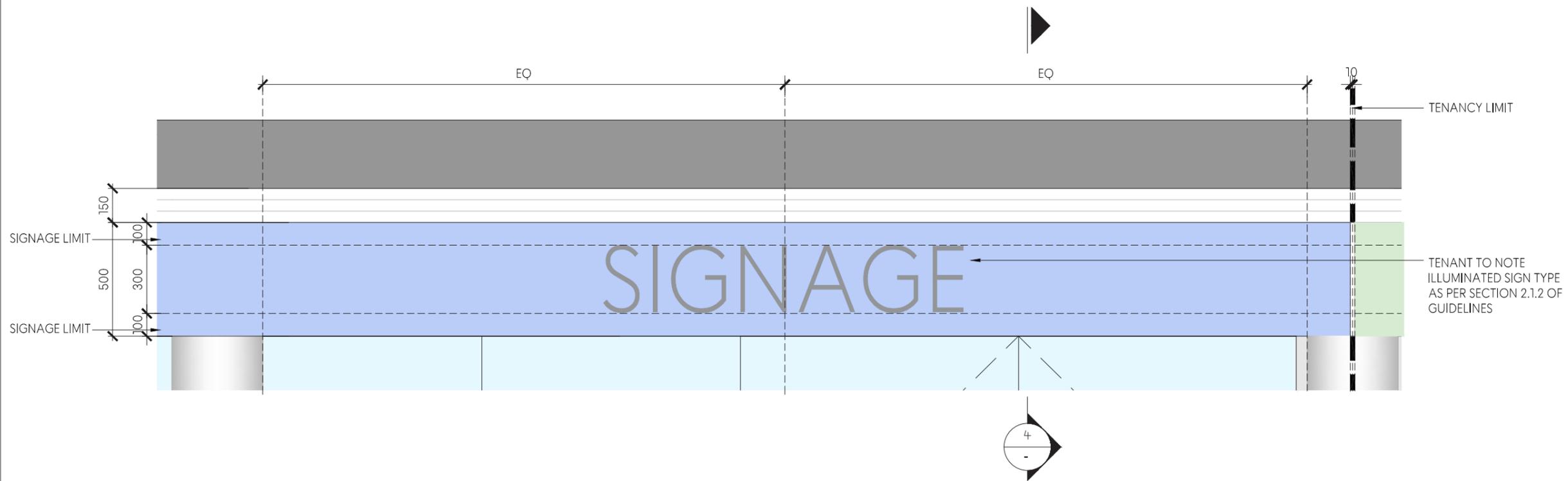
ELEVATION
PROPOSED DESIGN

Scale : 1:50

Project No:

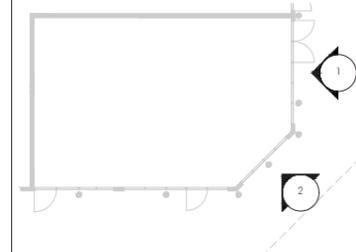
Drawing No.

A32-P-02



General Notes :

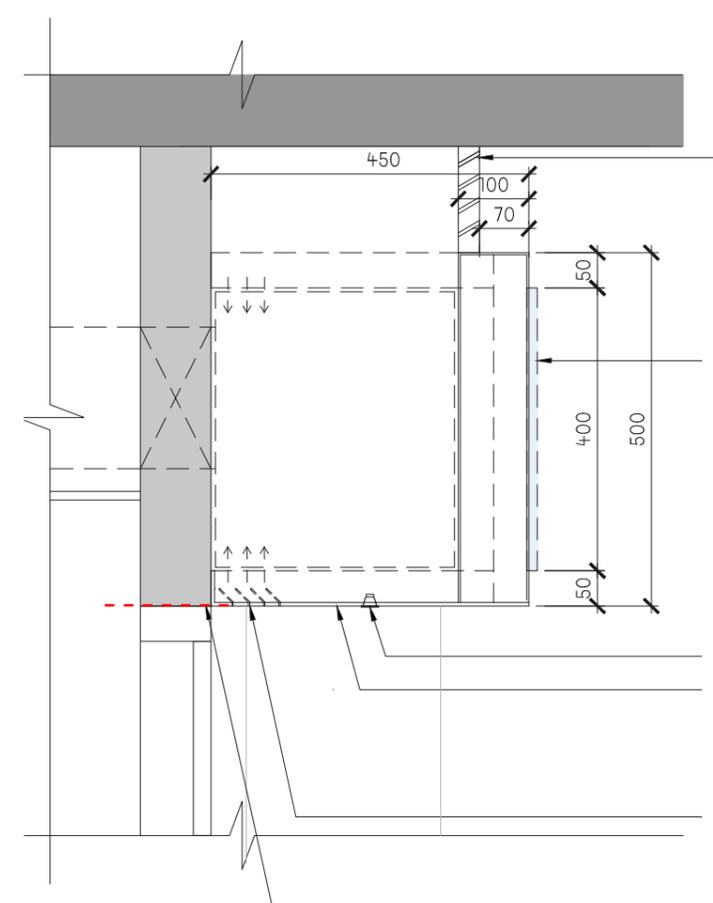
Notes/Specifications :



TENANCY LIMIT

TENANT TO NOTE
ILLUMINATED SIGN TYPE
AS PER SECTION 2.1.2 OF
GUIDELINES

2 DETAIL
PROPOSED
SCALE-1:20



INTAKE LOUVERS

BACKLIT ACRYLIC SIGNAGE, INDIVIDUAL CUT
LETTERS AND LOGO. SIZE AND QUANTITY OF
LIGHTING MODULES TO SUIT EVEN LIGHT
DISTRIBUTION, TO FIT-OUT CONTRACTOR DESIGN
AND SPECIFICATION.

SPOT LIGHT
3MM THICK ALUMINUM WITH POLYESTER
POWDER COATED FINISH. NO FIXINGS TO BE
VISIBLE FROM PUBLIC AREAS. TO FIT-OUT
CONTRACTOR DESIGN AND SPECIFICATION.

INTAKE LOUVERS

ENSURE SIGNAGE BOX IS ALIGNED
WITH TOP OF SHOPFRONT

1 DETAIL
PROPOSED
SCALE-1:10

No: Issued For: Date

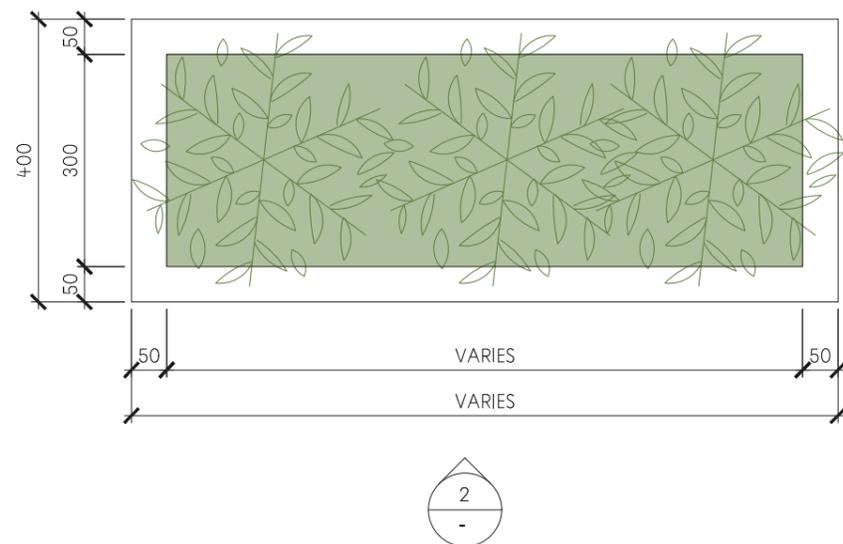
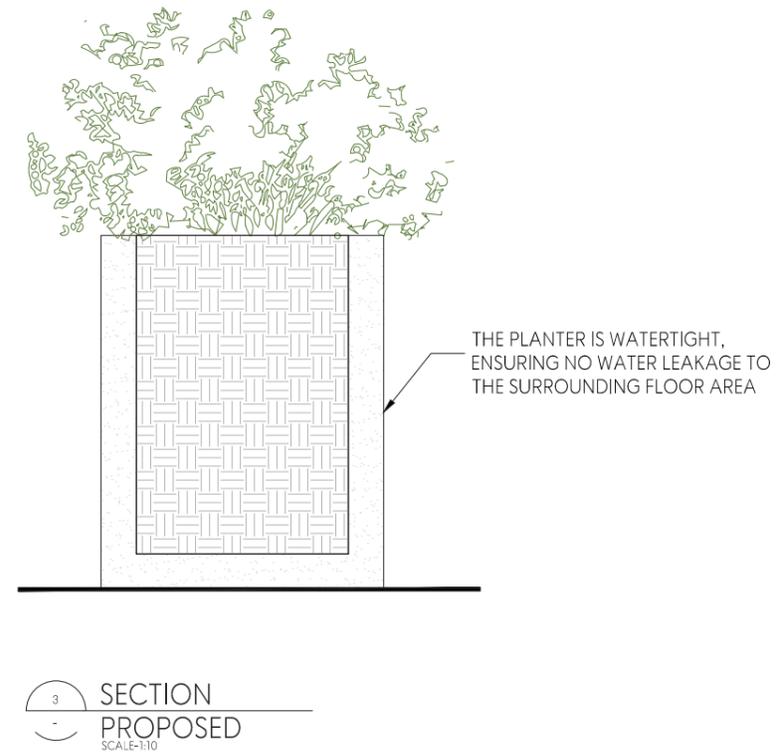
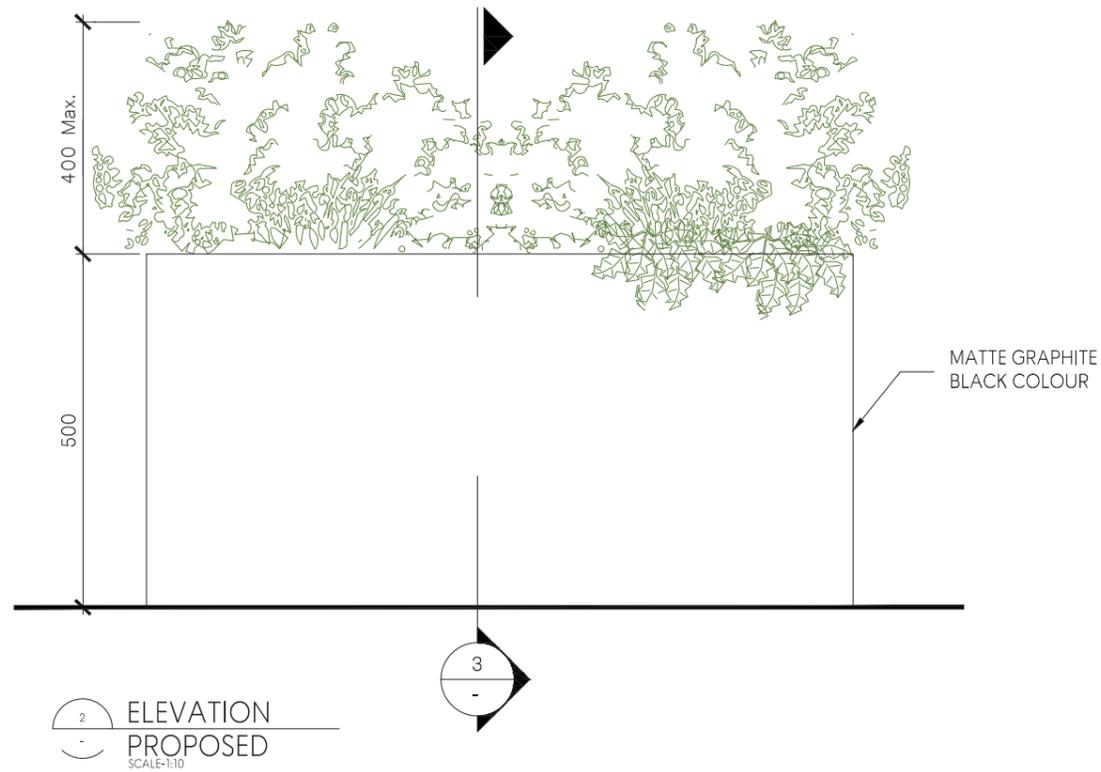
Checked : A.M. Drawn : R.T.

Client :

Project :
JLT RETAIL

Drawing Title :
SIGNAGE DETAILS
PROPOSED DESIGN

Scale : A.S Drawing No.
Project No: A90-01



FICUS NITADA
PROPOSED
N.T.S

MATTE GRAPHITE
PROPOSED
N.T.S

General Notes :

Notes/Specifications :

No:	Issued For :	Date
Consultants :		

Checked : A.M. Drawn : R.T.

Client :

Project :

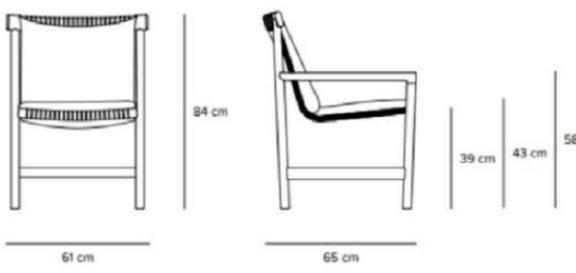
JLT RETAIL

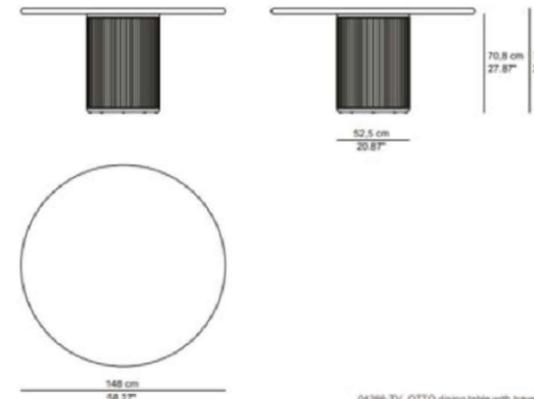
Drawing Title :

PLANTER DETAIL

Scale : 1:10
Project No:

Drawing No.
A91-01

FFF&E Code: FUR-01	
Item Description: "Amanu" Exterior Dining Chair	
TECHNICAL INFORMATION: Area/Location: EXTERNAL AREAS	
<p>Manufacturer: Tribu</p> <p>Dimensions: Refer to Image Below.</p> <p>Color: Supplier's Standard Upholstery Collection</p> <p>Material: T-Teak from manufacturer's own collection with weave seat & back &</p>	  
SUPPLIER:	
Company Name:	To be provided by tenant.
Contact Name:	To be provided by tenant.
Mobile:	To be provided by tenant.
E-mail:	To be provided by tenant.
E-mail 2:	To be provided by tenant.
ADDRESS:	
To be provided by tenant.	
*or approved equivalent	

FFF&E Code: FUR-02	
Item Description: "Otto" Exterior Dining Table	
TECHNICAL INFORMATION: Area/Location: EXTERNAL AREAS	
<p>Manufacturer: Tribu</p> <p>Dimensions: Refer to Image Below.</p> <p>Color: Supplier's Standard Upholstery Collection</p> <p>Material: T-Teak from manufacturer's own collection with weave seat & back &</p>	  
SUPPLIER:	
Company Name:	To be provided by tenant.
Contact Name:	To be provided by tenant.
Mobile:	To be provided by tenant.
E-mail:	To be provided by tenant.
E-mail 2:	To be provided by tenant.
ADDRESS:	
To be provided by tenant.	
*or approved equivalent	

General Notes :

Notes/Specifications :

No:	Issued For :	Date
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Consultants :

Checked : A.M. Drawn : R.T.

Client :

Project :
JLT RETAIL

Drawing Title :
FURNITURE SPECIFICATION

Scale : N.T.S.	Drawing No.
Project No:	A92-01

FFF&E Code: **FUR-03**

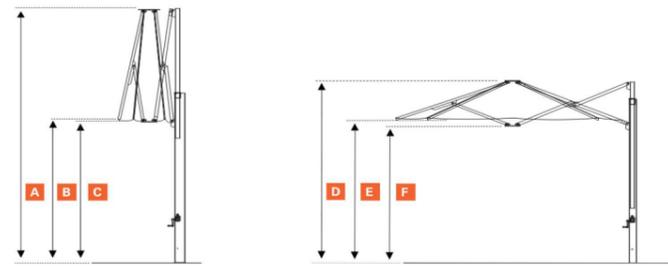
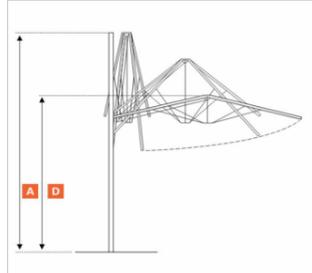
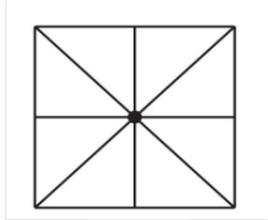
Item Description: Side arm Umbrella

TECHNICAL INFORMATION: Area/Location: EXTERNAL AREAS

Manufacturer: MDT-TEX
 Dimensions: Refer to Image Below.
 Color: Supplier's Standard Upholstery Collection

SUPPLIER:
 Company Name: To be provided by tenant.
 Contact Name: To be provided by tenant.
 Mobile: To be provided by tenant.
 E-mail: To be provided by tenant.
 E-mail 2: To be provided by tenant.

ADDRESS:
 To be provided by tenant.

3X3

CLOSED UMBRELLA	
A Closed height (cm)	380
B Distance from volances to ground (cm)	143
C Distance from spokes to ground (cm)	164

OPEN UMBRELLA	
D Opened height (cm)	293
E Distance from volances to ground (cm)	237
F Distance from plate to ground (cm)	218

*or approved equivalent

FFF&E Code: **FUR-04**

Item Description: Table Lamp

TECHNICAL INFORMATION: Area/Location: EXTERNAL AREAS

Manufacturer: tableLights
 Dimensions: Radius-7cm
 Height-19.5cm
 Color: Supplier's Standard
 Model: Candela
 Cool features: Rotate to adjust brightness from 1-100%
 Light: Warm orange
 Suitable for: Indoors & outdoors

SUPPLIER:
 Company Name: Desert River Furniture & Lighting
 Contact Name:
 Mobile:
 E-mail:
 E-mail 2:

ADDRESS:
 To be provided by tenant.




*or approved equivalent

General Notes :

Notes/Specifications :

No: Issued For : Date

Consultants :

Checked : A.M. Drawn : R.T.

Client :

Project :
 JLT RETAIL

Drawing Title :
 FURNITURE SPECIFICATION

Scale : N.T.S. Drawing No.
 Project No: A92-02

