

Tel +971 (0) 2 406 3666 Fax +971 (0) 2 449 9770 P.O. Box 5546 Abu Dhabi



Fill & Return
adnecservices@adnec.ae



Best Price
when you pay 15 days
before the event



Standard Price
within 14 days or less prior
to the build-up days



Deadline
Submissions close 15 days prior to
the show, thereafter delivery cannot
be guaranteed and standard/on-site
price will apply

EXHIBITOR DETAILS:

Exhibiting Company Name: _____

Date: _____ Hall No. _____ Stand No. _____

** It is the exhibitor's responsibility to inform ADNEC Services of any changes to the stand number / service location.*

ORDER CONTACT DETAILS:

Full Name: _____

Job Title: _____
Company Name: _____
Company Address: _____
City: _____
Postal Code: _____
Country: _____
Contact No. _____
Email Address: _____
On-site Contact Name: _____
On-site Contact No. _____

** It is important to review TERMS AND CONDITIONS attached on this order form before submitting your order.*

INVOICE BILLING DETAILS:

Tax Registration No: _____
Same As Above
Preferred Invoice Currency: USD AED

Full Name: _____

Job Title: _____
Company Name: _____
Company Address: _____
City: _____
Postal Code: _____
Country: _____
Contact No. _____
Email Address: _____

**ADNEC SERVICES LLC
OFFICIAL CONTRACTING
RIGGING ORDER FORM 2024**



Minimum guaranteed available rigging point heights in Venue heights) from venue floor	Standard	Requested
Exhibition Halls 1 to 11	7,000 mm	8,500 mm
Exhibition Hall 12	10,000 mm	12,000 mm

For Banner production, branding & printing enquiries please e-mail: adnecservices@adnec.ae

DESCRIPTION	STANDARD (UNIT PRICE AED)				REQUESTED (UNIT PRICE AED)				TOTAL AMOUNT
	BEST PRICE	STANDARD PRICE	ON-SITE PRICE	QTY	BEST PRICE	STANDARD PRICE	ON-SITE PRICE	QTY	
	<i>15 days prior to the event</i>	<i>14 days or less prior to the build-up days</i>	<i>during build-up days</i>		<i>15 days prior to the event</i>	<i>14 days or less prior to the build-up days</i>	<i>during build-up days</i>		
Roof Point (excludes install of third party hoists)	1,545.00	1,875.00	2,815.00		1,765.00	2,120.00	3,180.00		
Roof Point with Manual Hoist (pre-attached)	1,875.00	2,205.00	3,310.00		2,040.00	2,450.00	3,675.00		
Roof Point with Electric Chain Hoist (pre-attached c/w cables + controls)	2,205.00	2,650.00	3,975.00		2,315.00	2,780.00	4,170.00		
Install of Lightweight P.V.C. Banner up to 6m wide (less than 10kg)	1,875.00	2,250.00	3,375.00						
Exhibition Lighting	120.00	140.00	210.00						
Modular Truss System (30x30) + 20% for the black truss	130.00	156.00	235.00						
Modular Truss System (40x40) + 20% for the black truss	150.00	180.00	270.00						
Circular Truss (8mtrs)	7,000.00	8,400.00	12,600.00						
Circular Truss (6mtrs)	5,000.00	6,000.00	9,000.00						
Circular Truss (4mtrs)	3,500.00	4,200.00	6,300.00						
Drapes (Black) Hall 1-11 inclusive of installation and removal)	295.00	350.00	525.00						
Drapes (Black) Hall 12 (inclusive of installation and removal)	380.00	460.00	690.00						
Note: 50% additional surcharge for on-site orders and changes.									
GRAND TOTAL (AED)									

TERMS & CONDITIONS

1. Rigging Plans:

- All orders for rigging must follow the required guidelines and be submitted with a clear and precise rigging plan at the time of ordering. Any changes required due to incorrect rigging plans will be subject to a surcharge.
- All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
- All rigging must be within the perimeter of the stand.
- The exact weight of each rigging point must be detailed in kilograms in addition to the total weight in kilograms of the overall structure to be rigged / suspended.
- The type of structure or banner material must be detailed along with the metric width, height and length.
- The stand orientation must be detailed by showing the location of the main entrance and by the stands or walls on the other neighboring three sides.
- The height from the floor to the bottom of the structure or banner when fully suspended must be shown using metric measurements.

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2. Banners:

- a. All banners must be supplied with poles in vinyl welded or sewn sleeves.
- b. All banners must be delivered two days prior to the build-up of the event. Delivery should be made to ADNEC, Monday to Friday 08:00 until 17:00 hours.
- c. All banners will be disposed of immediately after the last day of break-down unless requested.
- d. ADNEC Services are not liable for the loss and/or damage to banners during transportation, storage, installation and de-rig.

3. Installation:

- a. ADNEC Services rigging hours are Monday to Friday 08:00 until 17:00. Any request outside these hours is subject to availability and additional cost.
- b. Rigging not ready for completion by 17:00 on the last day of build-up will be the responsibility of the contractor.
- c. Any damage to ADNEC Services equipment by third party contractors will be charged.

4. Health and Safety:

- a. ADNEC Services Rigging Team is not liable for secondary rigging installed by third party contractors.
- b. During build-up, gangways must be kept clear to allow access by the rigging team.
- c. No stand structure is allowed to be attached to ADNEC ceiling as either a precautionary or additional safety measure. Ground mounted stand structures shall be so designated and constructed to be fully self-supporting.
- d. A copy of a valid hoist inspection certificate must be provided to ADNEC Services prior to installation of any hoist supplied by a third party contractor.
- e. Any structure requiring more than 4 hoists for a single lift, must use electric chain hoists.

- **ADNEC Services holds the exclusive right to all primary rigging services within ADNEC.**
- **All rigging orders must be paid in full at the time of ordering.**
- **All orders must be paid 15 days before the event; standard price will apply for any unpaid orders 14 days before the event.**
- **All orders received after deadline date will be subject to availability of the item and standard price will apply.**
- **Items will not be supplied unless payment is received.**
- **All costs are inclusive of installation and removal.**
- **Cancellation or amendments to confirmed and paid orders are not permitted.**
- **Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided.**
- **All prices, costs and charges are inclusive of 5% Value Added Tax.**

CREDIT CARD AUTHORIZATION FORM

To be returned by via e-mail to:

**ADNEC Services LLC
P.O.Box 5546, Abu Dhabi - UAE**

**Contact: Finance Department
Tel: + 971 02 4063653
Fax: + 971 02 4499770
Email: finance.as@adnec.ae**

I hereby give ADNEC SERVICES LLC my personal permission for the following credit card guarantee and pay for:

Name /Reference: _____

Amount to be Charged: _____

Type of Credit Card: Visa Card Master Card

My Credit Card No. is: _____

Issue Date: _____

Expiry Date: _____

Signature: _____ Date: _____

Name of Credit Card Holder as it Appears on the card: _____

Company name: _____

Full Address: _____

Tel/ Fax # : _____

Email Address: _____

Payment Details: _____

