



ADNEC SERVICES LLC OFFICIAL CONTRACTING FORM RIGGING ORDER FORM



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Fill & Return
oc.wuf@adnec.ae



Best Price
when you pay 14 days before
the event date



Standard Price
when you pay within 14 days or
less from the event date



Deadline
Submissions close 15 days prior
to show, thereafter delivery
cannot be guaranteed and
standard 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: _____

Minimum guaranteed available rigging point heights in Venue halls (hook heights) from venue floor level	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.oc@adnec.ae

Description	Standard			Requested			Total Amount (Aed)
	Early Bird Price	Standard Price	Quantity	Early Bird Price	Standard Price	Quantity	
Roof Point (excludes install of third party hoists)	2,239.00	2,718.00		2,558.00	3,070.00		
Roof Point with Manual Hoist (pre-attached)	2,718.00	3,198.00		2,958.00	3,549.00		
Roof Point with Electric Chain Hoist (pre-attached c/w cables + controls)	3,198.00	3,837.00		3,358.00	4,029.00		
Modular Truss System	POA	POA		N/A	N/A		
Exhibition Lighting	POA	POA		N/A	N/A		
Install of Lightweight P.V.C. Banner up to 6m wide (less than 10kg)	2,718.00	3262.00		N/A	N/A		
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.

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, Saturday to Thursday 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 Saturday to Thursday 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.**



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Stand Orientation Grid

Hall Entrance

							▲							
							▼							

Neighboring Stand Number

Please ensure that any changes to the stand number or exhibiting company name are communicated to adnecservices.oc@adnec.ae



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



ALL PAYMENTS MUST BE MADE PRIOR TO WORKS COMMENCING

Abu Dhabi National Exhibitions Company is (100%) Holding Company of ADNEC SERVICES LLC

Please complete and return the order form to the above email address. An invoice will be dispatched in return.
Orders will be Valid only with full remittance.

Name

Date

Signature



ADNEC SERVICES LLC
OFFICIAL CONTRACTING FORM
RIGGING ORDER FORM



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: _____

