

EXHIBITOR IT & TELECOMMUNICATION ORDER FORM 2019

To be filled and returned to: customer.services@adnec.ae
Tel: +971 (0) 2 406 3666



EXHIBITOR DETAILS

EXHIBITION/EVENT INFORMATION					
Event/Exhibition Name				Date	
Hall No.		Stand No.		Stand Name	
ORDER CONTACT DETAILS					
First Name			Last Name		
Job Title					
Company Name					
Company Address					
City		Postal Code		Country	
Direct No.		Mobile No.		Fax No.	
Email address					
On-site Contact Name			On-site Contact No.		
INVOICING / BILLING CONTACT DETAILS					Same As Above <input type="checkbox"/>
First Name			Last Name		
Job Title					
Company Name					
Company Address					
City		Postal Code		Country	
Direct No.		Mobile No.		Fax No.	
Email address					
TRN (Tax Registration No.)					

- All orders will be subject to availability.
- All prices are inclusive of 5% VAT

Onsite IT Support Hotline Number +971 2 406 4666

Service Delivery:

Service Delivery date (if standard delivery is not suitable):

Networking Solution required (quoted separately) Yes No

Additional Requirements:

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Wireless Vouchers

- *For individual internet access, not recommended for high throughput demonstration or file downloads
- *1 username and password will be provided for each voucher, which is valid for one (1) device only
- *Access commences at first login and time will continue to run for the period purchased whether or not the voucher remains logged in
- *Voucher purchases of 30 units or less should be made directly from the Customer Service Desk without submitting this form.

• All prices are inclusive of 5% VAT

Item Description	Internet Speed	Qty	Standard Price (AED)	Total
Open Air WiFi Access - 2 Hours	5Mbps		21	
Open Air WiFi Access - 8 Hours	5Mbps		75	
Open Air WiFi Access - 24 Hours	5Mbps		105	

Internet Connections (Wired or Wireless)

- * Internet services can be delivered via wired, wireless or a combination of both.
- * If wireless connection is selected, internet will be delivered with a wireless name (username and password) over a single stand within a hall space.
- * If wired connection is selected, internet is delivered on a single-point Ethernet (RJ45) cable connection (Stand plan, identifying the cable location is required).
- * **A fee of AED 315 will be charged for each change to the location of a fixed line/ wired connectivity.**
- * If both Wired and Wireless options are selected, the service will be delivered as Wireless in conjunction with a single-point Ethernet (RJ45) cable connection (Stand plan, identifying cable location is required).
- * **ADNEC operates on 5GHz wireless frequency only. Private wireless broadcasts are not permitted within ADNEC. Non-ADNEC wireless broadcasts will be ceased in order to mitigate wireless signal interference and any devices used will be switched off immediately. ADNEC strongly recommends use of 5GHz enabled wireless devices to ensure stable connectivity. 2.4GHz is more susceptible to interference and potentially suffers service degradation.**
- * If your devices does not support 5GHz, please contact Customer Service by email (customer.services@adnec.ae) or by phone on +971 2 406 3666
- * Detailed wireless information is available at Customer Service Desk within the venue, please grab your copy.

Item Description	Internet Speed	Connectivity Type	Qty	Early Bird Price (AED) (Before 14 days from event date)	Standard Price (AED) (Within 14 days or less)	Total
5 Internet Connections	20Mbps	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless		3,675	5,515	
10 Internet Connections	30Mbps	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless		4,725	7,090	
30 Internet Connections	50Mbps	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless		6,825	10,240	
50 Internet Connections	110Mbps	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless		8,925	13,390	

Leased Line (Public IP Internet)

- *A minimum of 30 working days is required to deliver this service. If ordered onsite, service availability and delivery are not guaranteed.
- *Internet service will be delivered by WIRED only. Each option comes with four (4) public IP address.

Leased Line Svc (4 Public Ips)	2Mbps			13,125	19,688	
Leased Line Svc (4 Public Ips)	4Mbps			15,225	22,838	
Ethernet / Network Cable drop	To link multiple locations together on a single network. Subject to availability in locations identified			525	790	

Ethernet Cables

Ethernet Cable - 1M				15		
Ethernet Cable - 3M				45		
Ethernet Cable - 5M				60		
Ethernet Cable - 10M				90		
Ethernet Cable - 20M				140		

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Manpower

* Dedicated IT Support Engineer and Cabling Technicians can be provided, on request, at an hourly rate. A minimum of 20 days' notice is required to provide the manpower.

IT Support Engineer (Hourly Rate)		690	1,025
Cabling Technician (Hourly Rate)		315	475

Networking Solutions

* ADNEC IT can do the necessary cabling requirements of your stand and/or offices. The cost of this service will be determined by various factors such as size of network, speed of internet connectivity & complexity. Please contact us directly to discuss the requirement. A minimum of 20 days' notice is required to deliver this service.

Networking Solutions	Calculated once requirements are known				
Item Description	Equipment Deposit Speed	Qty	Early Bird Price (AED) (Before 14 days from event date)	Standard Price (AED) (With in 14 days or less)	Total

Network & Communications Equipment

Switch 8-Port			420	630	
Switch 24-Port			840	1,260	
IPTV - Satellite TV Feed Set Top Box			2,100	3,150	
Fibre Core			2,100	3,150	

Telephone & Fax

- * Point of Sales (POS) and Credit Card machines are not provided.
- * Onsite order of POS and Credit Card lines are subject to availability and service delivery cannot be guaranteed.
- * International Direct Dialing access can be provided, upon request.
- * Equipment supplied must be returned to ADNEC in good condition on the last day of the event. Any loss or damaged incurred will be charged to the Exhibitor.

Telephone - Wired <input type="checkbox"/> International			630	945	
Telephone - Conference <input type="checkbox"/> International			1,155	1,733	
Fax Line (with machine)			630	945	
Point Of Sales (POS) / Credit Card Lines			630	945	
ISDN 128Kbps (2B + D)	1,680.00		1,575	2,363	
* Non-Refundable Deposit (Applicable to the first Telephone/Fax/POS or ISDN line ordered only)			630		
Total					

Grand Total

Please indicate invoice currency preference:

AED USD

By affixing my signature, I hereby confirm that I have read and agreed to the Terms and Conditions stated below:

**Onsite IT Support Hotline
Number
+971 2 406 4666**

Signature:

Position:

Name:

Date:

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ADNEC BANKING DETAILS

- Please complete this Form and submit to Customer Services (customer.services@adnec.ae). An invoice will be dispatched in return. Orders will be considered valid only once full payment has been received. If payment has been made prior to invoicing, please send a copy of proof of payment to customer.services@adnec.ae.
- Payment can be made by Credit Card, Bank Transfer, or company cheque.
- Email correspondence regarding payment and invoicing should be sent to ADNEC Receivables (receivables@adnec.ae); Customer Services (customer.services@adnec.ae) to be included in any correspondence.

PAYMENT METHOD

CREDIT CARD	On selecting this method, ADNEC Receivables will email the "Credit Card Authorization Form". This form should be filled and returned back to receivables@adnec.ae to signify the approval of processing the payment
BANK TRANSFER	Payment net of bank charges, should be made in favour of Abu Dhabi National Exhibition Company to the following account. Please allow 5 working days to ensure that the funds have cleared on time. Note that bank charges should be borne by the client.
AED	Account Name: Abu Dhabi National Exhibitions Company Bank Name: National Bank of Abu Dhabi Account No: 0157608025 IBAN No: AE61035000000157608025 Swift Code: NBADAEAAKHF
USD	Account Name: Abu Dhabi National Exhibitions Company Bank Name: National Bank of Abu Dhabi Account No: 6201782778 IBAN No: AE560350000006201782778 Swift Code: NBADAEAAXXX
COMPANY CHEQUE	This mode of payment is only applicable to companies based in UAE. Please allow 5 working days to ensure that the funds have cleared on time, and as such post dated cheques are not accepted. Please send a copy of the cheque or transmission slip for cheques deposited a day or on the day of the event. Cheque should be made payable to: Abu Dhabi National Exhibitions Company PO Box 5546, Abu Dhabi, United Arab Emirates

ADNEC Group TRN (Tax Registration Number) : 100305367300003

TERMS & CONDITIONS

- ADNEC holds the exclusive rights to all data and telecommunication services within the venue.
- **All orders for IT and Telecommunication services must be paid in full five (5) days before the event opening to guarantee service delivery. Cancellation to confirmed or paid orders are permitted, however, service fee of 10% will be deducted.**
- Payment Refund will ONLY be entertained upon receipt of written request, subject to investigation and Management approval.
- Upon receipt of signed IT Order Form, Customer Services will send an email confirming receipt of your order. Should you have not received order confirmation, please contact Customer Services directly at +971 2 406 3666.
- It is your responsibility as Exhibitor to inform your Stand Contractor that IT & Telecommunication services have been ordered.
- Pre-requisites for successful service delivery of your orders are correct stand number, layout, power and stand completion.
- ADNEC IT is not responsible to configure or support any personal devices owned by the client.
- Any technical issues should be reported directly to the IT Hotline (+971 2 406 4666) or by emailing ithelpdesk@adnec.ae.
- Any changes to the stand number or exhibiting company name should be communicated to ADNEC by emailing customer.services@adnec.ae.
- Exhibitor accepts full responsibility on IT equipment supplied by ADNEC. Any loss or damage to the rented equipment will be charged to the exhibitor.
- Order Form has to be filled properly and submitted to Customer Services (customer.services@adnec.ae).
- Orders are only considered valid when full payment has been received.
- Orders placed onsite once build-up has commenced are subject to availability and Service delivery are not guaranteed.
- Service delivery will begin 24 Hours before the start of the event, provided, that the payment has been settled in full.
- Duration of all IT Services (except Open Air vouchers and Bulk Order Wireless Access) are valid for 30 calendar days only. Extension of duration of IT Services will incur an additional charge of 5% per day. Should you require further clarification, please contact IT Helpdesk at 02 406 3888

For international calls made using ADNEC Telephone systems, calls will be charged at the local service provider Etisalat rates and will be added to the client final account.

THIS PRICE LIST IS VALID FOR THE PERIOD 1 JANUARY - 31 DECEMBER 2019