

# STAND CLEANING ORDER FORM 2019 (EXHIBITOR)

To be filled and returned to customer.services@adnec.ae

Tel: +971 2 406 3666 \ Fax: +971 2 449 9770

Abu Dhabi National Exhibitions Company



شركة أبوظبي الوطنية للمعارض  
Abu Dhabi National Exhibitions Company

## 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

|                            |  |             |  |           |  |
|----------------------------|--|-------------|--|-----------|--|
| 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.) |  |             |  |           |  |

- Orders received 14 days prior to event will be subject to availability.
- Any orders received after this time can not be guaranteed.
- All prices are inclusive of 5% VAT

**NOTE: The charges for cleaning space only stands is based on a flat rate of AED 35 x total square metres of stand space for the complete open period of the event.**

| Cleaning Service for Space Only / Shell Scheme Stand | Early Bird Price (AED)<br>(Before 14 days from event date) | Standard Price (AED)<br>(Within 14 days or less) | Area<br>(square metres) | Total AED |
|--|--|--|-------------------------|-----------|
| Space only stand (Total ground level square metres)  | 35   | 40   |                         |           |
| Space only stand (Total first floor square metres)   | 35   | 40   |                         |           |
| Shell Scheme stand (above 18 sqm)                    | 35   | 40   |                         |           |
| <b>Subtotal</b>                                      |  |  |                         |           |

| Valet Cleaning Services   | Early Bird Price (AED)<br>(Before 14 days from event date) | Standard Price (AED)<br>(Within 14 days or less) | No. of hours | No. of Staff | No. of days | Total AED |
|---|--|--|--------------|--------------|-------------|-----------|
| Cleaning attendant during show hours<br>(No. of Staff x total hours x days x AED 35)<br><b>(This request can only be applied with cleaning request for space).</b><br><i>Please note: Minimum of 8 hours is chargeable for each request per day</i> | 35   | 40   |              |              |             |           |
| <b>Subtotal</b>   |  |  |              |              |             |           |
| <b>Grand Total</b>  |  |  |              |              |             |           |

Please indicate invoice currency preference:  AED  USD

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- Shell Scheme stands below 18 m<sup>2</sup> will not be charged for Cleaning services.
- Stand Cleaning includes vacuuming or wet mopping of floors; dusting of counter tops and furniture; emptying of bins, cleaning of walls, glass and partitions (except exhibits)
- All cleaning is carried out at night, not during the exhibition open hours to ensure the stands are ready prior to the opening of the exhibition. It will be performed on the night before the opening day of the event and each night thereafter.
- Double decker stands will be charged on the total floor space per m<sup>2</sup>.
- The role of the Stand-by Cleaner is to ensure that your stand is kept clean and presentable at all times and free from the accumulation of waste.
- ADNEC Cleaning department cannot be held liable for any loss or damage related to the cleaning of the exhibition stand.
- ADNEC Cleaning department does not supply cleaning materials to exhibitors or their contractors.
- In order to guarantee quality of service, exhibition stands must be clear of all contractors' work and materials by midnight on the last day of build-up.
- Disposal of catering waste is not the responsibility of ADNEC Cleaning services

## TIMINGS FOR VALET SERVICES

| Date | Day | Start Time | End time | No. of Staff | No of hours | Total hours |
|------|-----|------------|----------|--------------|-------------|-------------|
|      |     |            |          |              |             |             |
|      |     |            |          |              |             |             |
|      |     |            |          |              |             |             |
|      |     |            |          |              |             |             |

### ADNEC BANKING DETAILS

- Please complete this Form and submit to Customer Services ([customer.services@adnec.ae](mailto: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](mailto: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](mailto:receivables@adnec.ae)); Customer Services ([customer.services@adnec.ae](mailto: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](mailto: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 Exhibition Co.  
Bank Name: First Abu Dhabi Bank  
Account No: 4021003067462010  
IBAN No: AE590354021003067462010  
Swift Code: NBADAEAXXX

**USD** Account Name: Abu Dhabi National Exhibition Co.  
Bank Name: First Abu Dhabi Bank  
Account No: 4021003067462123  
IBAN No: AE150354021003067462123  
Swift Code: NBADAEAXXX

**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

Name .....

Signature .....

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