

ADNEC VENUE ORDER FORM 2024

STAND CLEANING (EXHIBITOR)

Form to be completed and returned to:

Email: customer.services@adnec.ae | Tel: +971 2 406 3666



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.			
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.			
Email Address					
TRN (Tax Registration No.)					

NOTE: The charges for cleaning Space Only Stands are based on a flat rate of AED 43 or 48 x total square metres of stand space for the complete open period of the event.

Cleaning Services for Space Only / Shell Scheme Stand	Early Bird (AED) (30 days prior to event opening)	Standard (AED) (14 days prior to event opening)	Area (Sq M)	Total (AED)
Space Only Stands (Total ground level square metres)	43	48		
Space Only Stands (Total first floor square metres)	43	48		
Shell Scheme stand (above 18 sq m)	43	48		
SUBTOTAL				

All prices are inclusive of 5% VAT.

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Valet Cleaning Services	Early Bird Price (AED) (30 days prior to event opening)	Standard Price (AED) (14 days prior to event opening)	No. of Hours	No. of Staff	No. of Days	Total (AED)
Cleaning Attendant during event open hours only (AED 340 or 390 for 8 hours) (This request can only be applied with cleaning request for stand space). Please note: Minimum of 8 hours is chargeable for each request per day.	340	390				
Cleaning attendant – Additional hours (per hour)	43	48				
SUBTOTAL						

TOTAL (AED)	
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TIMINGS FOR VALET CLEANING SERVICES						
Date	Day	Start Time	End Time	No. of Staff	No. of Hours	Total Hours
TOTAL HOURS						

TERMS AND CONDITIONS:

- Orders received less than 14 days prior to the event will be subject to availability.
- Orders received after the above-mentioned deadline cannot be guaranteed of the service being provided.
- Shell Scheme Stands below 18 m2 will not be charged for standard 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).
- Double Decker Stands will be charged on the total floor space per m2.
- All cleaning is carried out at night, not during the exhibition opening 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.
- The Timing for Valet Cleaning Service must be determined, if not, Valet Cleaning Service will be provided 1 hour before the show opening time.
- Valet Cleaning Service does not include provision of cleaning consumables such as hand soap, hand sanitiser, toilet rolls, C-fold tissue paper, etc.
- The role of the Valet Cleaner is to ensure that your stand is always kept clean and presentable 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.
- 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.

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ADNEC BANKING DETAILS

- Please complete this Form and submit it 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 ADNEC Receivables (receivables@adnec.ae); Customer Services (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 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 five (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 postdated 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 _____ Date _____