

16th ABU DHABI WOUND CARE CONFERENCE

in collaboration with



INTERNATIONAL INTERPROFESSIONAL
WOUND CARE GROUP &
SHEIKH KHALIFA MEDICAL CITY-ABU DHABI



مستشفى
SEHA



Abu Dhabi National Exhibition Centre (ADNEC) Abu Dhabi, UAE | 10 - 11 April 2025

16th Abu Dhabi Wound Care Conference, powered by Clean Energy from EWEC in partnership with ADNEC

EXHIBITOR MANUAL

**ADNEC Center
10-11 April 2025**



EXHIBITOR MANUAL

Dear Valued Exhibitors,

We extend our warmest greetings and appreciation for your participation as exhibitors at the upcoming **16th Abu Dhabi Wound Care Conference**, in collaboration with the **International Interprofessional Wound Care Group (IIWCG) & Sheikh Khalifa Medical City (SKMC)**, Abu Dhabi will be held from April 10-11, 2025, at the prestigious ADNEC Centre Abu Dhabi your presence is integral to the success of this landmark event. We are thrilled about our collaboration and are committed to ensuring a seamless process and an unforgettable experience for all.

To facilitate your exhibition journey, we present the Exhibitor Manual, a meticulously crafted guide designed to be your go-to resource for comprehensive assistance. This manual includes crucial information from the Congress organizer and exhibition service providers, offering insights to address your pre-event and onsite queries. It is a comprehensive document that outlines everything you need to know, from claiming your exhibitor entitlements before the event to fulfilling your role as an exhibitor. We encourage you to share this manual with contractors or stand builders to ensure smooth compliance with the requirements.

Warm regards,

ADWCC Team

CONTACTS (ORGANIZER)

bince@smacuae.com

TABLE OF CONTENTS

[SECTION 1: Official Contractors List & Service Order Form Deadlines](#)

[SECTION 2: Exhibition Schedule](#)

[SECTION 3: General Information](#)

[SECTION 4: Onsite Facilities](#)

[SECTION 5: Space Only Stand Build Regulations](#)

[SECTION 6: Shell Scheme Specifications, Rules & Regulations](#)

[SECTION 7: Official Contracting Services Forms and Venue Forms](#)

SECTION 1: OFFICIAL CONTRACTORS & SERVICE ORDER FORM DEADLINES

SECTION 1: OFFICIAL CONTRACTORS

Audio Visual

Company Name: **Capital 360**
T: +971 (0) 2 406 3666
E: capital360.mr@adnec.ae

Catering

Company Name: **Capital Catering + Services**
T: +971 (0) 2 444 6900
E: sales@capitalcatering.ae

Freight Forwarding, Customs Clearance & On-site Handling

Company Name: **DSV Logistics / DSV Fairs & Events LLC**
www.dsv.com



Contact: Nilofer Sayeed Mobile : +97156 6833914 E-mail : nilofer.sayeed@dsv.com	Contact: Nomar Pavon Mobile : +971 55 9171107 E- mail : nomar.pavon@dsv.com
--	---

IT & Communications

Company Name: **ADNEC Centre**

T: +971 (0) 2 406 3666

E: customer.services@adnec.ae

Shell Scheme, Shell Scheme Electric, Furniture and Floor Covering / Signage & Graphics

Company Name: **Capital 360**

T: +971 (0) 2 406 3666

E: capital360.mr@adnec.ae

Mains & Rigging for Space Only Stands

Company Name: **Capital 360**

T: +971 (0) 2 406 3666

E: capital360.mr@adnec.ae

Stand Cleaning

Company Name: **ADNEC Centre**

T: +971 (0) 2 406 3666

E: customer.services@adnec.ae

Shell Scheme Order Form		
Form 1	AV Order	Optional - if you'll require, audio visual for your stand
Form 2	Carpet Order	Optional - If you wish to change the colour of your carpet which is included in your package
Form 3	Furniture Order	Optional - if you'll require additional furniture
Form 4	Shell Scheme Electric Order	Optional - if you'll require additional socket and other electrical accessories
Form 5	Stand Fitting Order	Optional - if you'll require additional panel and other sand fitting services
Form 6	Fascia Order Form	Mandatory - this is the name board + stand no. to be place on the top board of your booth - if you ordered fascia logo or seamless fascia on graphics order form, no need to submit this form.
Form 7	Graphics Order form	Optional but recommended - to enhance your shell scheme booth and to provide opportunity for branding/marketing.

*Please order through the exhibitor portal, for further assistance please contact our official contractor, Capital at capital360.mr@adnec.ae

Other venue services such as: Static security, IT, stand cleaning can be ordered through ADNEC venue. For further assistance please contact customer service at customer.services@adnec.ae

APPLICABLE TO SPACE ONLY

TASKS/FORMS	HOW TO SUBMIT/ORDER	EMAIL
Stand plan submission	Mandatory	bince@smacuae.com
FORM 8 - Mains & Water supply	Mandatory	capital360.mr@adnec.ae
Contractor Pass & Vehicle Access	Mandatory	customerservices@adnec.ae
FORM 9 - Rigging	As required only.	capital360.mr@adnec.ae
Catering	As required only.	sales@capitalcatering.ae

SECTION 2: EXHIBITION SCHEDULE

SECTION 2: EXHIBITOR SCHEDULE

BUILD-UP		
DATE	TIME	INSTRUCTION
Wednesday, April 9, 2025	08:00 to 20:00	SPACE ONLY STANDS All space only stands should be complete by Wednesday, April 9, 2025 @ 20:00
CONFERENCE DAYS		
DATE	SHOW OPEN TIMES	EXHIBITOR ACCESS TIMES
Thursday, April 10, 2025	8:00 to 17:00	8:00 to 17:00
Friday, April 11, 2025	8:00 to 17:00	8:00 to 17:00
BREAKDOWN		
DATE	TIME	INSTRUCTION
Friday, April 11, 2025	After 18:00 to 20:00	Stands to be dismantled and removed before 20:00, April 11 2025

SECTION 3: GENERAL INFORMATION

SECTION 3: GENERAL INFORMATION

3.1 Venue Information

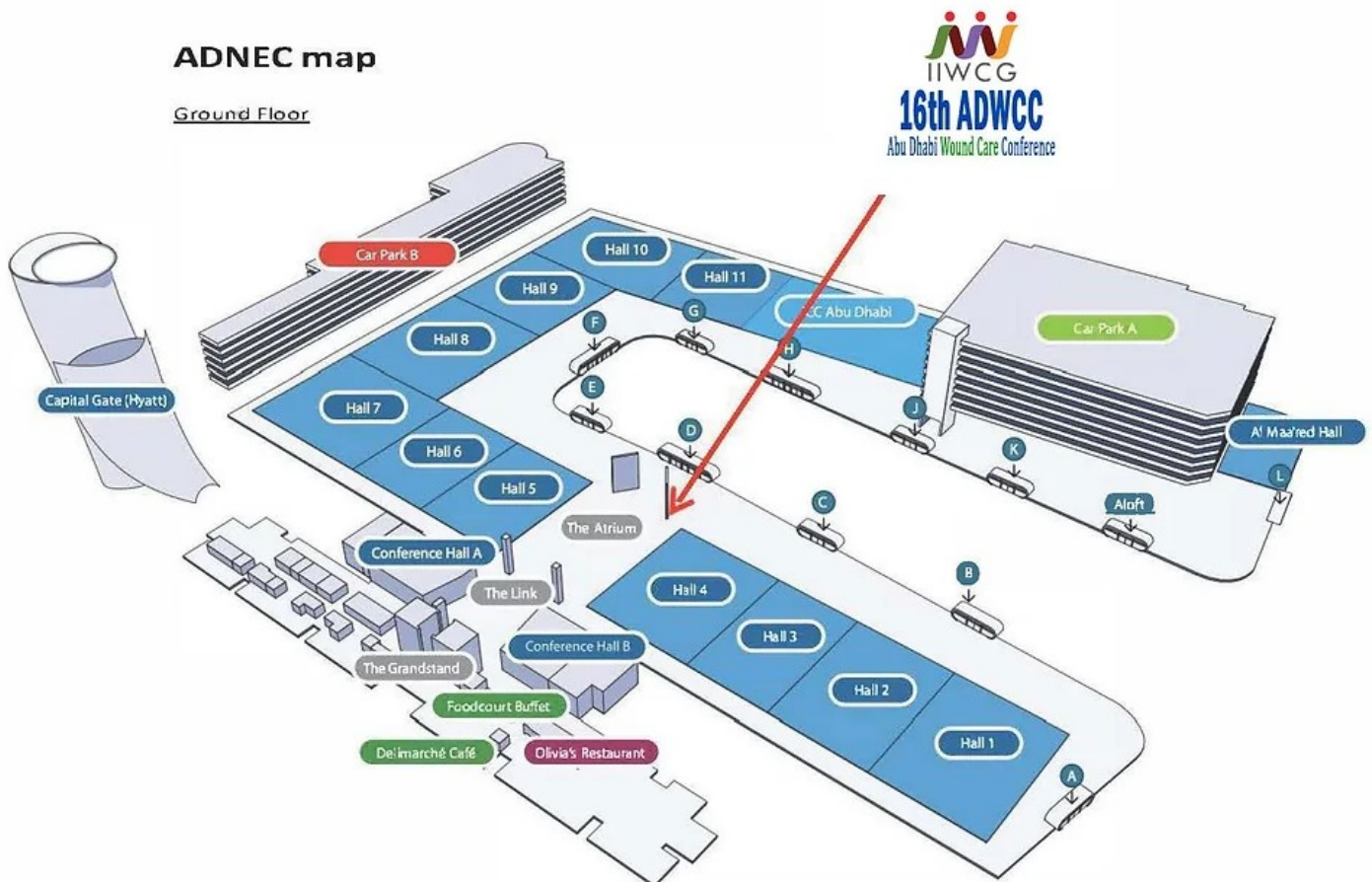
The 16th ADWCC will take place at ADNEC which is positioned in the Capital City's Diplomatic District between Khaleej Al Arabi Street and Airport Road.

ADNEC is conveniently located 20 minutes from Abu Dhabi City Centre / Corniche, 15 minutes from the Abu Dhabi International Airport and 45 minutes from Jebel Ali, Dubai.

For further information about ADNEC please visit www.adnec.ae
You may also visit our venue virtually via the below link:

www.adnec.ae/en/discover-adnec/virtual-tour

The 16th ADWCC will occur in Conference Hall A & B, Atrium & Link. The Exhibition area is located in Atrium & Link.



3.2 Promotional Material

Please be sensitive to the content of any promotional material that you are planning to use at the exhibition. It is important that such material is not offensive to the Cultural and/or religious values and sensitivities of the people of the United Arab Emirates. If in doubt about any material that you are considering using, please do not hesitate to contact the operations team and they will be able to provide clarification on this if necessary.

3.3 Distribution of Material / Canvassing

It is prohibited for exhibitors (or staff members working on behalf of exhibitors) to display or distribute any material (in any form) from any other areas other than within the boundary of their stand. This restriction also applies to the gangways surrounding your stand.

3.4 Insurance

The exhibitor is fully responsible for obtaining insurance protection for his exhibits, property and personnel against all risks as stated in the Terms and Conditions of their Contract. Equipment should be insured both in transit and on location at the exhibition site for the entire period of the exhibition.

Exhibitors are fully responsible for the security of their exhibition booth and equipment. The materials are advised not to be left unsecure on the stand inside the exhibition hall at the end of the day or after the exhibition closes. Organisers provides general security of the venue and the exhibition area. However, they will not be held responsible for the security of the booths and their contents for damage to, or theft of any goods.

Insurance cover should include:

- Personal Injury
- Third Party Claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition.
- Medical expenses and baggage cover
- Value of the stand, including the fittings
- Such insurance must be a minimum of 14,000,000.00 AED.

3.5 Visa Regulations

Nationals of the following countries will be issued, free of charge, with an entry visa valid for 30 days at passport control upon arrival in the UAE

Andorra	Argentina	Australia	Austria	Bahamas
Barbados	Belgium	Brazil	Brunei	Bulgaria
Canada	Chile	Colombia	Costa Rica	Croatia
Cyprus	Czech Republic	Denmark	Estonia	Finland
France	Germany	Greece	Honduras	Hong Kong (SAR of China)
Hungary	Iceland	Ireland	Italy	Japan
Kazakhstan	Latvia	Liechtenstein	Lithuania	Luxembourg
Malaysia	Maldives	Malta	Mexico	Monaco
Montenegro	Nauru	Netherlands	New Zealand	Norway
Republic of China	Peru	Poland	Republic of Mauritius	Republic of El Salvador
Portugal	Romania	Russian	United States of America	San Marino
Serbia	Seychelles	Singapore	Slovakia	Slovenia
Solomon	South Korea	Spain	Sweden	Switzerland
The Vatican	Ukraine	United Kingdom	Saint Vincent and The Grenadines	Uruguay

Subject to UAE laws, some countries are permitted Visa on Arrival, free of charge, with an entry visa valid for 30 days at passport control upon arrival in the UAE.

Please note that a visit visa does not entitle the visitor to take up permanent work in the UAE. Other nationalities are solely responsible for obtaining visas for themselves, their representatives, and invitees. The organisers are not in a position to sponsor visa applications.

Visas can be arranged through travel agents and hotels, provided sufficient time is given for the application to be processed. Please be aware that the issuing of visas can be quite a lengthy process and that you must have a passport that is valid of at least 6 months from departure.


It is essential that all working personnel check, prior to departure from their homeland, that they do not require a visa. Visa processing can be applied for via Registration Online or to your nearest UAE Embassy.




SECTION 4: ONSITE FACILITIES

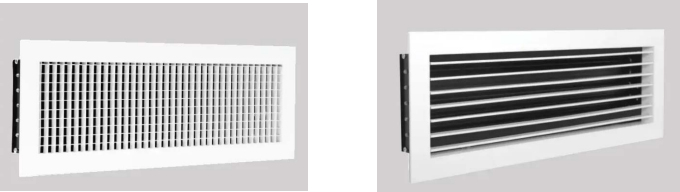

Site Facilities, Supplementary Services & Site Access

4.1 Site Facilities

Exhibitors Information Desk	Customer Care Centre	Prayer Facilities
Official Contractors Offices	Exhibition Security	Restaurants
Visitor Reception & Visitor Registration	Car Parking	Taxi Services
Media Centre	Internet Access	Toilets
Press Conference Rooms	Medical Centre	First Aid

	<p>4.2 Customer Service</p> <p>A Customer Service Unit will be located on site. ADNEC Customer Service is situated next to Conference Hall A</p> <p>The centre will be available during show hours and provide the following range of services:</p> <ul style="list-style-type: none"> • Printing • Photocopying • Scanning • Fax • Free Wifi onsite (limited access only) • Binding • Lamination • AV • Cleaning • Security • Catering • Parking • Exhibition Visa • Furniture & Miscellaneous Items • Skip
--	--

	<p>4.3 People of Determination</p> <p>All exhibition halls, meeting rooms and public areas will have access for people of determination. There are also designated toilets on site which are clearly signposted. An allocation of parking bays will be reserved for drivers with special needs.</p> <p>Please visit the website: www.adnec.ae</p>
	<p>4.4. Fire Extinguishers And Air Conditioning Units</p> <p>This is a direct instruction from Abu Dhabi Civil Defence regarding installation of fire extinguishers on Space Only stands and ventilation grilles where A/C units are used. This is applicable with Immediate effect.</p> <p>Fire Extinguishers</p> <p>All Space Only stands to have Fire Extinguishers - 1 x DcP Dry chemical Powder and 1 x CO2) - placed on the stand.</p> <p>Fire Extinguishers should be hung on a wall via a purpose-made wall mount or bracket or located on a fire extinguisher stand - not directly on the floor.</p> <p>Fire Extinguishers provided by exhibitors or their contractors can be removed at the end of the exhibition period.</p> <p>Double Decker stands: 1 Set of fire extinguishers to be placed on each floor or level of the structure - again hung from the wall or on a stand - not directly on the floor.</p> <p>Stands with A/C Units: 1 Set of fire extinguishers to be placed in the immediate vicinity of the A/C unit. This requirement is in addition to the fire extinguishers that are to be placed in the general area of the stand.</p> <p>Example Image:</p> 

	<p>Air Conditioning Units</p> <p>Stands with A/C units must have louvre ventilation grilles built into walling or doors when in an enclosed space, comprised of aluminium.</p> <p>1 x set of fire extinguishers is required in the immediate location</p> <p>These grilles are to ensure suitable exchange of air and to ensure proper ventilation of the units</p> <p>Closed rooms without ventilation grilles will not be acceptable, even if they are open at the top</p> <p>An exhaust fan and exhaust/ventilation pipe should be available, connected to the A/C unit, which directs upwards to disperse vented air</p> <p>Example image:</p> <div data-bbox="539 992 1220 1182"></div>
	<p>4.5 First Aid Services</p> <p>There are a number of First Aid facilities located in the venue.</p> <p>In the event of an emergency at any time please call the Control Room; +971 (0) 2 406 4444.</p>

SECTION 5: SPACE ONLY STAND BUILD REGULATIONS

SECTION 5: SPACE ONLY

5.1 Stand Space and Exhibitors' Responsibilities

Space only exhibitors are responsible for their own stand design and construction. No stand fittings or carpet is provided by 16th ADWCC organizers on space only sites. All space only stand designs **must be approved by the organizers** before building their stand. Stand submission should be sent by email to: bince@smacuae.com

Contractor & Vehicle Access

Charges are levied to all contractors and vehicles requiring access to the venue during Build-up and Break-down:

- All contractors must be able to present their Emirates ID card together with a photocopy of their UAE visa showing their sponsor's name. Only a valid Emirates ID card together with a copy of the visa will permit access into ADNEC.
- All contractor staff must report to the nearest loading bay to avail the maintenance contractor's wristband.
- International contractors will be required to present their passport with a valid UAE visa.

The charges applied will be as follows:

DESCRIPTION	RATE (AED)
<u>Maintenance Contractor Access:</u>	
1 Day (per pax)	25
3 Consecutive Days (per pax)	55
5 Consecutive Days (per pax)	90
3 Consecutive Months	330
Annual	550
Show Contractor (during and after the open days)	225
<u>Vehicle Access:</u>	
Car (30 minutes)	25
Pick-up 3 Tonne (45 minutes)	35
7.5 Tonne (60 minutes)	45
40 foots trailer 18.5 tonne / Artic (60 minutes)	55
Exceeding Hours (all vehicles) / 60minutes	55

5.2 Complex Structures

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over **4 metres in height**, multi-level stands, raised platforms and all suspended items are generally considered to be complex structures. In addition to this, any stand with a travel distance to a main show gateway or exit from the stand exceeding 10m will be considered a complex structure. Furthermore, Sound/Lighting towers, Temporary tiered seating i.e., Grandstands, Platforms, and stages over 0.6m in height and all platforms and stages for public use, Cantilevers, Long spans, and Seminar Theatres with 15 or more seats, all are considered complex structures.

For all stands exceeding 4m in height, with two-storeys, with a platform exceeding 600mm in height, or deemed by us to be complex structures, drawings must be submitted in English in duplicate (2 copies) to the operations team for approval. These may be submitted electronically as DWG, JPEG or PDF format through the stand plan submission section on the exhibitor portal. The Operations Team will liaise with you to confirm all details.

These drawings must show the form and dimension of every structural member with appropriate general arrangement plan, sections, and elevations, including full details of stairways. All calculations of loading and strength must be in English, and all drawings must be to scale. A risk assessment and method statement are also required.

All complex structures are subject to a pre-show plan approval and onsite inspection by **16th ADWCC** appointed ADNEC structural engineer.

5.3 Double Storey Stands.

Double Storey design submission guidelines:

- Design calculation for beam columns and base plate
- Connection detail and design
- General layout and location of the structures
- Staircase details including handrail details
- Total load
- Structure detail (material)
- ONLY a minimum 400mm x 400mm x 12mm mild steel base plates will be accepted

Staircases

Staircases – should be 2m wide minimum for two-way use considering the safety protocol. Each step shall have an available tread, measured on plan, of 280mm; the risers between steps shall be unfilled and shall not exceed 180mm. Any handrail(s) or balustrades must have vertical railings not more than 100mm apart or solid infill.

Staircases shall discharge to the ground floor at a point where unimpeded access to a public gangway is achieved. If the occupants of the upper storey have no choice but to exit by way of a single escape stair, the travel distance from any part of the storey to that stair must not exceed 10m.

5.4 Height Limit

Single-Story Space Only Stands: The overall height of stand fitting for single-story stands including cladding of columns is 4m from the floor level.

Peripheral walling, if more than 1m high, must not occupy more than one-third of any one side.

Double-Decker Space Only Stands: A maximum height of 6m. Please note that double storey construction is only permitted on island sites. These must have been booked and paid for directly with the relevant sales manager. Exhibitors who have not booked a double-decker stand will not be permitted to build two-storey or exceed the 4metre height limit without the operations team's approval.



5.5 Enclosed Stands

The inclusion of large, enclosed areas within a stand can only be permitted with the organizers prior written permission, please also refer to section 6.7 'Walling in on Open Sides.'

5.6 Dividing Wall

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only. The minimum height for dividing walls is 2.5m.

5.7 Island Stands / Walling in on Open Sides

Space only exhibitor who booked 4 sides open are not allowed to have long runs of walling along open perimeter sides. All sides must be accessible, and guidelines must be observed as follows:

- Only a third of each side of an Island Stand can be blocked.
- Full length of low walling up to 1mH can be accepted, please make sure to have a proper entry and exit access.
- Closed room/partition are suggested to be centralized to avoid blockage of neighbouring stand.
- Solid walls must be combined with glass panels.

5.8 Risk Assessment and Method Statement

All contractors/exhibitors are required to submit a full risk assessment for the design, construction, and arrangement of their stand. If required, please contact the organizers for further information.

The risk assessment is to be submitted along with stand plans. Should you require assistance with producing a risk assessment and method statement, please contact Operations Team at capital360.mr@adnec.ae



Stand Plan Submission Summary Procedures:

Please note that all submissions should be made **to: bince@smacue.com** The following documents are mandatory, and approvals cannot be granted until all documents have been received and fully checked:

- A full set of design drawings, including 3D visuals/renders and technical drawings with all measurements shown.
- Structural calculations for stands above **4 metres in height**.
- Method statement (the form must have company stamp, signature and be on company letterhead).
- Risk assessment (the form must have company stamp, signature and be on company letterhead).
- Proof of insurance for the stand build company (valid contractors all risk insurance with public liability certificate - applicable to Stand Contractors / Stand Builders only)
- Valid Trade Licence (applicable to Stand Contractors / Stand Builders only)
- Stand Plan Checklist Form for Single or Double Storey Stands (form will be provided by the Organiser)

DEADLINE: 4 weeks before build-up

NOTE: All the above forms must be in PDF format, maximum size per file should not exceed 9.5MB.

5.9 Electrical Installations

Mains supply to space only sites is **NOT** included as part of the stand booking and must be ordered to capital360.mr@adnec.ae

Mains supply to space only sites is not included within the space rental charge, only the cost of power consumed is included. The official contractor appointed by the organizers are the only individuals permitted to conduct electrical installations. The official contractor for electrics to space only stands is Capital .



5.10 Open Corners

Open corners of stand floors and platforms must be rounded or angled to avoid sharp corners and tripping hazards.

5.11 Gangways and Emergency Exits

It is imperative that the venue emergency access gangways and fire escapes remain clear at all times. Plans showing emergency routes can be obtained from the organizers' Office. During the build-up and breakdown periods of the exhibition the gangways can become extremely congested with packing cases, equipment, and general waste – in the interests of health & safety, we request that all exhibitors and contractors cooperate with our floor managers and official show contractors to help maintain the emergency access points and gangways at all times.

5.12 Water Supply

Please be aware that a water supply is only available within the exhibition halls where there are floor ducts below the stand space.

5.13 Waste Management

All exhibitors and contractors must ensure that they do not discard sharp objects and must ensure that nails and screws are not left sticking out of waste wood – these must be removed or hammered flat. **16th ADWCC** organizers are committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidence of fly tipping to the organizer.

Only Skips issued by ADNEC's appointed waste contactor are allowed in the Exhibition Halls. All unauthorized skips will be removed at the cost of the exhibitor. Skips can be provided on hire with 48 hours' notice.



5.14 Exhibition Schedule

Please refer to the [Exhibition Schedule](#) for the build-up and breakdown schedule.

The design of your stand must be such that it can be erected and dismantled within the published build up and breakdown periods.

It is important you contact the operations team if you foresee any problems keeping to this schedule. It is the responsibility of the exhibitor or their appointed contractor to ensure the stand is being built to the correct floor markings. Please check with the organisers' office if you are in any doubt regarding your allotted floor space.

5.15 Maintenance

All contractor personnel requiring access to the exhibition site **during** the show must have a **maintenance contractor badge**.

5.16 Working at Height

Ground access to areas in the vicinity of any work at height must be controlled to prevent persons walking or working directly beneath the area in question. Ground workers in the vicinity must not work directly underneath and wear suitable head protection (e.g., hard hats)

Ladders must be footed or tied off and used in accordance with construction regulations. The use of domestic ladders and steps is strictly forbidden.

5.17 Insurance Regulations

The exhibitor is totally responsible for obtaining insurance protection for his exhibits, property and personnel against all risks as stated in the Terms and Conditions. Equipment should be insured both in transit and on location at the exhibition for the entire period it is on the exhibition site Insurance cover should include:

- Personal injury
- Third party claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the stand, including the fittings
- Such insurance must be a minimum of 14,000,000.00Dhs.



Please note the following when designing your stand:

- Ensure that your stand incorporates enough space for wheelchair access - 1.2 metres aisle width is deemed sufficient – though only 750mm for an internal door – suggesting that 750mm would be enough.
- The gradient of any ramp should be no greater than 1:12.
- If a stand is a double-decker, then it is probably not practical to offer lifts. Therefore, please ensure that any services – such as refreshments can be brought downstairs on a tray for those that need it.
- Serving counters should have a low access point no higher than 760mm or a lap tray should be provided for the convenience of disabled people.

5.18 Venue Regulations


Immigration & Labour Law Notice (UAE Government)

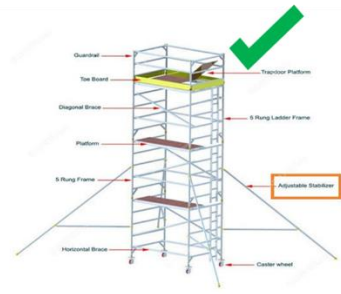
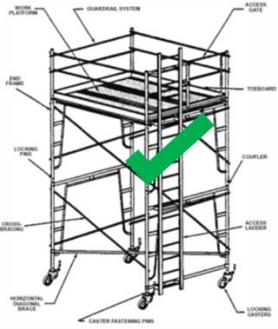
As per UAE Law, it is responsibility of the exhibitor/contactor to ensure that all personnel working onsite, during build-up / show days and breakdown carry their relevant documentation, as proof of position in your company.

UAE Labour Law prohibits the hiring or contracting of any illegal labour. Violation of this law may result in a fine of up to AED 200,000 per person.

- The UAE Immigration Control Department make regular unannounced inspections at ADNEC.
- ADNEC Security are responsible for the access control to the building.
- ADNEC's Surveillance Team was created as a safety net in an attempt to prevent any such spot checks finding illegal workers on the premises. ADNEC's main aim is for you and your exhibitors to have a smooth and successful Build Up, Open Period and Break Down.
- The UAE government has phased out Labour cards, effective from 2015. Therefore, ALL labourers must be able to produce their Emirates ID card together with a photocopy of their UAE visa showing their sponsor's name.
- Only a valid Emirates ID card together with a copy of the visa will permit access into ADNEC
- Any other cards will NOT permit access (driving license, medical card, etc.).
- International guests will be required to supply a copy of their temporary visa.

5.19 Safety

- No work will be allowed in the halls and loading bays without proper PPE (Hard Hats, Safety vest, Safety shoes and Gloves) The aforementioned PPE is Mandatory and we have OSHAD inspectors on site to verify and inspect;
- Ensure to communicate the safety requirements to all contractor/sub-contractor (managers/ supervisors, workers) / Exhibitors to use suitable PPE as per task requirement (e.g. Hard hat  , safety vest, safety shoes, gloves etc) during build up & breakdown;
- Safe work procedures must be followed to carry out certain works especially at height and in the overhead hazards areas;
- High ladders(more than 2.5m) are not allowed at all. Use ONLY platform ladders / scaffolding with outriggers;
- Cycling reflective vests are not allowed at all;
- Any kind of hot work is not allowed inside halls. They can do it outside halls in designated areas by getting Hot Work Permit with full control;
- **Ensure that all fire hose cabinets, fire calling points(Break Glass),washrooms(toilets),emergency exits & emergency safety cabinet are not blocked at all mainly behind the stage there must be access to the EXITS VE Doors and Fire Hose Cabinets;**
- Ensure that green running man signages are fixed on curtains / drapes /baffle walls and emergency evacuation paths are available at all time;
- The Fire Hose cabinets must be accessible with a high level (ceiling rigged) sign by Adnec Services;
- We would need extra sets of fire extinguishers that we will arrange with FM;
- **Submit structural calculations and technical data of all complex structures including the stage or any walled area;**
- **Please request risk assessment for all the work from the contractor;**
- Please instruct the organiser to place different color of carpet on all ramps;
- Make sure that you have approvals / NOCs form all other departments(Security, Traffic, VD,FM, Mains & Rigging etc);
- Ensure that all exposed DBs (Distribution Boards) around the perimeter of the exhibition are accessible;
- Ensure to keep sufficient distance at the back of stage /stands for emergency services;
- **Organizer must ensure that all material should be stored in a designated storage facility to avoid fire load in the halls- Provide sufficient sets of fire extinguishers in the storage area;**
- Empty boxes must be stored and disposed off properly in a designated area with full control measures;
- Ensure that all rigging motors / slings / traps are certified by independent 3rd party;
- Spreaders must be used to support the bottoms and ends of columns / wall / heavy machines in order to distribute the concentrated load across a larger area;
- Final load on the venue floor should not be more than 1t/m²; and
- Organizers have a responsibility to ensure that items they bring into the venue that form part of their show are safe, fit for purpose and do not exceed the limits(Floor Load=1ton/Sq:metre).



				
Safety Foot Wear	High Visibility Jacket	Hand Protection	Head Protection	Fall Protection
 IMPORTANT NOTICE				



5.20 ADNEC Hall Specifications

Hall Height	10 m
Floor Load	1,000kg /Sqm
Floor Finishing	Reinforced

Structure	Concrete + Steel Frame
Lighting	Spotlights
Air Conditioning	Central

IMPORTANT: Any Space-Only stands exceeding 4m in height must submit structural calculations for stand approval. **Deadline: Four weeks before build-up.**

IMPORTANT: All stands, equipment, merchandise, and waste (stickers, carpet, etc.) absolutely must be removed before end of dismantling.

Once the fitting deadlines have passed, the organiser may, **at the cost and liability of the exhibitor**, take any measures deemed useful to dispose of the remaining equipment and waste on the pitch, as well as the destruction of structures and decoration of any kind that have not been dismantled.

RECOMMENDATION:

If you outsource decorator services, be sure that your quote includes fitting, dismantling and waste removal and add them if they are not featured on the quote.

SECTION 6: SHELL SCHEME SPECIFICATIONS, RULES, AND REGULATIONS

SECTION 6: SHELL SCHEME SPECIFICATIONS, RULES, AND REGULATION

6.1 Shell Scheme Exhibitors

If you have contracted for a shell scheme stand, please find what is included within that package below:

PACKAGE FOR 9 SQM

Carpet	Round Table	White chairs	Reception counter with graphics	Fascia Logo	Waste Basket	Spotlights	Socket
9 sqm	1	2	1	1 per open side	1	3	1

PACKAGE FOR 18 SQM

Carpet	Round Table	White chairs	Reception counter with graphics	Fascia Logo	Waste Basket	Spotlights	Socket
18 sqm	2	4	2	1 per open side	2	6	2



6.2 Visual & Dimensions of a Shell Scheme Stand

The official contractor will be responsible for the erection of the official shell scheme. A full management and technical service will be always provided onsite.

Exhibitors occupying shell scheme stands must ensure that all internal stand fitting and displays are contained within the shell scheme structure and do not exceed the stand height.

Exhibitors may affix lightweight photographs and technical information sheets etc direct to the shell scheme walls with good quality double-sided adhesive pads or similar, provided such material can be removed without damage to the wall panels, any damage made to the panels will result in a charge.

6.3 Shell Scheme Stands (Island)

Wall panels are not generally provided for island sites.

16th ADWCC appointed contractor Capital 360 will have an onsite service office located within ADNEC reception building throughout build-up should last minute furniture orders and stand fitting extras be required. However, please note that there will only be a limited stock available.



SECTION 7: OFFICIAL CONTRACTING & VENUE FORMS

SECTION 7: OFFICIAL CONTRACTING & VENUE FORMS

Capital 360 FORMS

1. AUDIO VISUAL & TV
2. CARPET
3. FURNITURE
4. SHELL SCHEME ONLY - ELECTRICAL
5. SHELL SCHEME ONLY - STAND FITTING
6. SHELL SCHEME ONLY – FASCIA (MANDATORY FOR SHELL SCHEME STAND)
7. GRAPHICS/ BRANDING
8. SPACE ONLY - ELECTRICAL/POWER SUPPLY
9. SPACE ONLY – RIGGING

ADNEC VENUE FORMS

1. CONTRACTOR AND VEHICLE ACCESS
2. PARKING
3. SKIP HIRE
4. STAND CLEANING
5. STATIC SECURITY
6. TELECOMS & IT SERVICES
7. VEHICLE CLEANING (FOR CAR DISPLAY)

ADNEC VENUE ORDER FORM 2025

VIP PARKING - CP1 (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 <input type="checkbox"/>	
First Name			Last Name		
Job Title					
Company Name					
Company Address					
City		Postal Code		Country	
Direct No.		Mobile No.			
Email Address					
TRN (Tax Registration No.)					

VIP PARKING RATES (PER TICKET / PER DAY)

No. of Parking Tickets	Package Rate - Per Ticket / Per Day (AED)	Qty.	Total (AED)
50 – 99	180		
100 – 299	160		
300 and above	140		
TOTAL (AED)			

All prices are inclusive of 5% VAT.

TERMS AND CONDITIONS:

- All orders will be subject to availability.
- VIP Parking Package Rate is payable to ADNEC in full amount even if the total number of VIP parking spaces booked was not used.
- VIP Parking Package Rate covers parking spaces only. No other services are included such as valet parking, signage etc.
- No designated/reserved parking space.
- Each ticket is valid for one day only. Overnight parking is not allowed in CP1.
- Parking Space is given on a first come first served basis.
- Parking tickets be displayed on the dashboard and must be clearly visible from the outside of the vehicle while it is parked in CP1.
- Vehicles are parked at their owner's risk.
- ADNEC reserves the right to refuse entry to CP1.
- ADNEC reserves the right to move any vehicle that is parked in contravention of the above terms and conditions or is otherwise causing an obstruction or the general operation of the Car Park.

ADNEC VENUE ORDER FORM 2025

VIP PARKING - CP1 (EXHIBITOR)

Form to be completed and returned to:

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

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 _____

ADNEC VENUE ORDER FORM 2025

CONTRACTOR & VEHICLE ACCESS (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 <input type="checkbox"/>
First Name		Last Name			
Job Title					
Company Name					
Company Address					
City		Postal Code		Country	
Direct No.		Mobile No.			
Email Address					
TRN (Tax Registration No.)					

CONTRACTOR'S WRISTBAND

All contractors and vehicles must present themselves to the ADNEC holding areas access gates or loading bays. ADNEC Security and Traffic teams will administer the access process which will be directly linked with the Ministry of Immigration to ensure individuals are legally entitled to work within the UAE. The process and charges will apply to all vehicles and individuals without exception.

The process will:

- Ensure that contractors accessing the ADNEC venue are legal, legitimate, and operating within the laws of the UAE.
- Provide an accurate database of who is working within ADNEC and their reason for being in the venue.
- Increase and enhance the overall level of site security and surveillance.
- Raise awareness amongst contractors and vehicle operators to be mindful and accountable with regards to operating standards, (specifically Health & Safety considerations) and the potential impact of their work activity when on site.
- Allow greater control of the loading bays and access gates ensuring that build up and breakdown periods operate with greater efficiency.
- Ensure that vehicles and contractors adhere to the stipulated timings and rules/regulations of the venue.

Contractor's Wristband

- All contractors must present a valid Emirates ID (for UAE residents) or passport and visa copy (for international contractors) at the designated security gate.
- Contractor's wristband together with the official receipt will be issued upon payment of the applicable fee. Cash or Credit Card payment is accepted.

ADNEC VENUE ORDER FORM 2025

CONTRACTOR & VEHICLE ACCESS (EXHIBITOR)

Form to be completed and returned to:

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

- All contractors must wear proper PPE prior to entering the loading bay. Minimum requirement includes (steel toe safety shoes, gloves, high-vis jackets, and hard hat).
- All contractors must wear their wristband at all the times while in ADNEC location. ADNEC security must be informed in case of a lost wristband. The contractor will be charged AED 25 for re-issue of wristband.

Contractor's Wristband is issued at the following Security Gates

- Marina Entrance - for stands located in Marina Hall.
- Security Gate 1 (located behind Hall 1) for stands located in Hall 1-4, CP1, Grandstand
- Security Gate 4 (located behind Hall 7) for stands located in Hall 5, 6, 7, 8, 9 & 10.
- Security Gate 8 (located behind Hall 10) for stands located in Hall 10, 11 & ICC.

Contractor's Wristband Charges

Description	Rate (AED)	Quantity	Total (AED)
1 Day (per pax)	25		
3 Consecutive Days (per pax)	55		
5 Consecutive Days (per pax)	90		
3 Consecutive Months	330		
Annual	550		
Show Contractor (during event open days)	225		
TOTAL (AED)			

All prices are inclusive of 5% VAT.

VEHICLE ACCESS PASS

- Every vehicle that enters the Loading Bay must be registered. (Pre-registration or onsite) This applies to every type of vehicle (Pick up and trucks)
- Filling up Preregistration will not provide priority to access the loading area but enable to speed up the process at the entry.
- All vehicles must go to the Holding area first and then will be directed to the relevant Loading bays.
- The Holding area is the only place where a vehicle can obtain the entry permission- Loading Bay pass.
- Our traffic marshals will direct you to the precise location for parking.
- Please use separate preregistration forms for buildup & breakdown period
- Vehicles on loading bays without information will be fined AED 300 and authorities will be informed to remove such vehicles from the loading bay.
- Materials to be carried by hand are not allowed to use loading bays but need to use multi-storey car park.
- In the circumstance of vehicle using additional time to the booked period in the pre-registration form, additional amount will be needed to pay at the time of exit.

Vehicle Access Pass Charges

Vehicle Type	Unit Slot	Price (AED)	Slots Required	Total (AED)
Car	30 minutes	25		
Pick Up 3-ton	45 minutes	35		
7.5 ton	60 minutes	45		
40-foot trailer 18.5 ton / Artic	60 minutes	55		
Exceeding Hours (all vehicles)	60 minutes	55		
TOTAL (AED)				

All prices are inclusive of 5% VAT.

ADNEC VENUE ORDER FORM 2025

CONTRACTOR & VEHICLE ACCESS (EXHIBITOR)

Form to be completed and returned to:

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

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 _____

ADNEC VENUE ORDER FORM 2025

PARKING (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 <input type="checkbox"/>
First Name			Last Name		
Job Title					
Company Name					
Company Address					
City		Postal Code		Country	
Direct No.		Mobile No.			
Email Address					
TRN (Tax Registration No.)					

PARKING	UNIT PRICE (AED)	QUANTITY	TOTAL (AED)
Daily Car Park Ticket – Car Park A or B only (per space per day)	80		
VIP Parking (per space, per day)	200		
TOTAL (AED)			

All prices are inclusive of 5% VAT.

TERMS AND CONDITIONS

- Daily Car Park Tickets are valid in the ADNEC Multi-Storey Car park A or B only.
- Each ticket is valid for one day only.
- Overnight parking is not allowed.
- Please do not park in restricted/reserved parking spaces within the ADNEC Multi-Storey Car Park A or B.
- ADNEC reserves the right to refuse entry to the Multi-Storey Car Park A and B.
- ADNEC reserves the right to move any vehicle that is parked in contravention of the above terms and conditions or is otherwise causing an obstruction or the general operation of the Car Park.

ADNEC VENUE ORDER FORM 2025

PARKING (EXHIBITOR)

Form to be completed and returned to:

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

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 _____

ADNEC VENUE ORDER FORM 2025

SKIP HIRE (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.)			

Description	Date/s Required	Quantity	Rate (AED)	Total (AED)
20 cubic metres waste disposal skips			2,625 per skip	
12 cubic metres construction waste skips			1,995 per skip	
TOTAL (AED)				

All prices are inclusive of 5% VAT.

WASTE DECLARATION

Paper	<input type="text"/>	Brick	<input type="text"/>
Cardboard	<input type="text"/>	Metal	<input type="text"/>
Plastic	<input type="text"/>	Wood	<input type="text"/>
Food	<input type="text"/>	Soil	<input type="text"/>

ADNEC VENUE ORDER FORM 2025

SKIP HIRE (EXHIBITOR)

Form to be completed and returned to:

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

TERMS AND CONDITIONS

- All orders will be subject to availability and will be served on a priority basis.
- For confirmed orders a minimum of 12 hours will be required to deliver the skip on site.
- For Hazardous / Medical waste Exhibitor must declare the details of the waste prior to disposal to ADNEC Cleaning Department. Special quotations will be provided for the requirement.
- It is your responsibility as the producer of waste to notify ADNEC Cleaning Department of any problem with storage handling or disposal of waste.

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 _____

ADNEC VENUE ORDER FORM 2025

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.)			

Stand Cleaning Services for Space Only / Shell Scheme Stand	Dates Required	Rate (AED)	Sq M	No. of Days	Total (AED)
Early bird (30 days prior to event opening)		11			
Standard (above 14 days prior to event opening)		13			
Standard (less than 14 days prior to event opening)		16			
Standard (less than 10 days prior to event opening)		21			
Standard (less than 5 days prior to event opening)		26			
Standard (1 to 2 days prior to event opening)		32			
SUBTOTAL (AED)					

All prices are inclusive of 5% VAT

Stand Cleaning Services

- The rate is calculated on a per square metre per day basis.
- 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.
- 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.

ADNEC VENUE ORDER FORM 2025

STAND CLEANING (EXHIBITOR)

Form to be completed and returned to:

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

Standby Cleaning Services for Space Only / Shell Scheme Stand	No. of Cleaners	Rate (AED) per Cleaner per Day	Total (AED)
14 days prior to event opening		525	
12 days prior to event opening		683	
10 days prior to event opening		788	
5 days or less prior to event opening		893	
SUBTOTAL (AED)			

All prices are inclusive of 5% VAT

TOTAL (AED)	
--------------------	--

Standby Cleaning Services

- Standby Cleaning Service can only be applied with cleaning request for stand space (Space Only and Shell Scheme)
- The rate is per cleaner per day
- This service is valid for event open days only, during the event open hours, duration is up to 10 hours only
- If this service is required, it must be ordered for each day of the event's duration without exception
- The role of the Standby Cleaner is to ensure that your stand is always kept clean and presentable and free from the accumulation of waste.
- Standby Cleaning Service does not include provision of cleaning consumables such as hand soap, hand sanitiser, toilet rolls, C-fold tissue paper, tissue boxes, etc.

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.
- 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.
- Disposal of catering waste is not the responsibility of ADNEC Cleaning Services.
- During the open dates of an event hosted at ADNEC, external cleaning companies will not be permitted to operate within the venue. This restriction includes the cleaning of stands, features, and exhibits. Instead, all cleaning requirements during these open dates must be ordered exclusively from the ADNEC Cleaning team. This measure ensures efficient coordination and maintains the high standards of cleanliness and hygiene throughout the venue. Organisers, their exhibitors and contractors should liaise with our dedicated Cleaning team to arrange any necessary cleaning services during the event.
- Organisers must ensure that exhibitors and contractors vacate the licensed area by the time stipulated within their signed Tenancy Contract on the last night of build-up to allow ADNEC to provide cleaning services.

ADNEC VENUE ORDER FORM 2025

STAND CLEANING (EXHIBITOR)

Form to be completed and returned to:

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

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 _____

ADNEC VENUE ORDER FORM 2025

STATIC SECURITY (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 <input type="checkbox"/>
First Name			Last Name		
Job Title					
Company Name					
Company Address					
City		Postal Code		Country	
Direct No.		Mobile No.			
Email Address					
TRN (Tax Registration No.)					

All prices are inclusive of 5% VAT.

Security Manning Services	Early Bird Price (AED) (Before 14 days from event date)	Standard Price (AED) (Within 14 days or less)	Total Hours	Total (AED)
Static Male Security Guard	110	132		
Static Female Security Guard	110	132		
Bouncer	180	180		
			Subtotal	
Please note: A minimum of 8 hours is chargeable for each security manning request per day.				

Other Services	Qty.	Early Bird Price (AED) (Before 14 days from event date)	Standard Price (AED) (Within 14 days or less)	Total (AED)
Rental of Tensator Barriers (Duration of Event) (H:95cm W:2m)		67	80	
Rental of Metal Barrier (Duration of Event) (H:1m W:2.6m)		67	80	
			Subtotal	
			TOTAL	

ADNEC VENUE ORDER FORM 2025

STATIC SECURITY (EXHIBITOR)

Form to be completed and returned to:

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

Please note:

- All orders will be subject to availability.
- Static Security Guards – 24-hour services can be provided as per your requirement.
- Abu Dhabi National Exhibition Company has the exclusive rights for security services inside the halls.
- The Static Security Guard is not part of the hall's rental services.

REQUIREMENTS

Date	Day	Type of Manning Service	StartTime	End Time	No. of Guards	No. of Hours	Total Hours
TOTAL MANHOURS							

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 _____

ADNEC VENUE ORDER FORM 2025

VEHICLE 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 <input type="checkbox"/>
First Name			Last Name		
Job Title					
Company Name					
Company Address					
City		Postal Code		Country	
Direct No.		Mobile No.			
Email Address					
TRN (Tax Registration No.)					

Description	Price (AED)	Number of Vehicles to be Cleaned	Total (AED)
Cleaning - Small Vehicle (1m to 5m)	256		
Cleaning - Medium Vehicle (5.1m to 8m)	383		
Cleaning - Large Vehicle (8.1m to 10m)	510		
TOTAL (AED)			

All prices are inclusive of 5% VAT.

TERMS AND CONDITIONS

- Orders received less than 14 days prior to the event will be subject to availability.
- Cleaning is carried out at night, not during the exhibition opening hours. It will be performed on the night before the opening day of the event and each night thereafter.
- ADNEC Cleaning Department cannot be held liable for any loss or damage related to the cleaning of the vehicle.
- 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.

ADNEC VENUE ORDER FORM 2025

VEHICLE CLEANING (EXHIBITOR)

Form to be completed and returned to:

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

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 _____

Your trusted partner for innovative & reliable telecommunication experiences via high-quality services delivered with passion and commitment.

EXHIBITION/EVENT INFORMATION:



Fill & Return

customer.services@adnec.ae

Exhibition / Event Name:

Date

Hall No.

Stand No.

Stand Name

ORDER CONTACT DETAILS:

Full Name:



Best Price

When you pay 14 days
before the event

Last Name:

Job Title:

Company Name:

Company Address:

City:

Postal Code:

Country:

Contact No.

Email Address:

TRN (Tax
Registration No.)



Standard Price

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

INVOICE BILLING DETAILS:

Abu Dhabi National Exhibitions Company is (100%) Holding Company of Capital 360 Event Experience.

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

CREDIT CARD

On selecting this method, ADNEC Receivables will email the "Credit Card Authorization Form". This form should be filled and returned back to finance.as@adnec.ae to signify the approval of processing the payment

Cheque & Bank Draft

Capital 360 Event Experience - P.O. Box 5546 Abu Dhabi, UAE

Bank Transfers should be made, net of bank charges through the following account:



Deadline

Submission 2 Days prior to the show will not guarantee the delivery of the services and will result in 50% additional surcharge for on-site orders and changes

THIS PRICE LIST IS VALID FOR THE PERIOD 1 JANUARY - 31 DECEMBER 2025 | ALL PRICES ARE INCLUSIVE OF VAT.

AED

Account Name : ADNEC SERVICES L.L.C.
 Bank : FIRST ABU DHABI BANK
 Account No. : 4021003733279010
 Swift Code : NBADAEAAXXX
 IBAN No. : AE440354021003733279010

USD

Account Name : ADNEC SERVICES L.L.C.
 Bank : FIRST ABU DHABI BANK
 Account No. : 4021003733279021
 Swift Code : NBADAEAAXXX
 IBAN No. : AE380354021003733279021

TAX REGISTRATION NUMBER: 100305367300003

NOTE : For International clients it is important that you use the IBAN No. for all the remittances.
 Copy of the confirmed transfer must be sent to finance.as@adnec.ae

WIRELESS VOUCHERS

For individual Internet access, not recommended for high throughput demonstration or file download.

ITEM DESCRIPTION	INTERNET SPEED	PRICE (AED)	QTY	TOTAL
Premium WiFi Access - 2 Hours	5Mbps	26.00		
Premium WiFi Access - 8 Hours	5Mbps	92.00		
Premium WiFi Access - 24 Hours	5Mbps	129.00		

INTERNET CONNECTIONS (WIRED OR WIRELESS)

- Internet will be provided with username and password. The default SSID to connect is Premium Wi-Fi.
- A fee of AED 348 will be charged for each change to the location of a fixed line/ wired connectivity.
- If wired option is selected, there will be 1 cable provided only with on-site assistance. If additional cables are required, please look at Network Equipment.
- If wired Internet is selected, a copy of the marked location via floorplan must be presented to ensure the delivery of the service.
- These Internet Lines will include 100% Download Speed and 15% Upload Speed.

ITEM DESCRIPTION	INTERNET SPEED	CONNECTIVITY TYPE	EARLY BIRD (AED)	STANDARD PRICE (AED)	QTY	TOTAL
5 Internet Connections	30Mbps	Wired Wireless	4,468.00	5362.00		
15 Internet Connections	50Mbps	Wired Wireless	5,743.00	6,892.00		
30 Internet Connections	80Mbps	Wired Wireless	8,295.00	9,954.00		
50 Internet Connections	120Mbps	Wired Wireless	10,849.00	13,019.00		
100 Internet Connections	150Mbps	Wired Wireless	13,402.00	16,082.00		

*All connections have automatic IP addressing. If you need a Static IP, please tick here

NETWORK & COMMUNICATIONS EQUIPMENT

ITEM DESCRIPTION	EARLY BIRD (AED)	STANDARD PRICE (AED)	DESCRIPTION	QTY	TOTAL
Network Cable drop	441.00	530.00	To link multiple locations together on a single network. Subject to availability in locations identified		
Fibre Core	2,523.00	3,064.00	Fibre Core is available inside the venue only. Additional cost will be provided through separate quotation.		
IPTV	2,523.00	3,064.00	ADNEC IT provides the Satellite TV Box. The requester should arrange for a TV, HDMI cable and a POWER.		

THIS PRICE LIST IS VALID FOR THE PERIOD 1 JANUARY - 31 DECEMBER 2025 | ALL PRICES ARE INCLUSIVE OF VAT.

LAPTOP, DESKTOP, MONITOR, SWITCHES AND ETHERNET CABLES

ITEM DESCRIPTION	EARLY BIRD (AED)	STANDARD PRICE (AED)	QTY	TOTAL
Laptop	788.00	945.00		
All-in-One Desktop	788.00	945.00		
Monitor	500.00	600.00		
Switch - 8Port	511.00	614.00		
Switch -16Port	767.00	920.00		
Switch -24Port	1021.00	1,226.00		
2M - Ethernet Cable	19.00	24.00		
3M - Ethernet Cable	54.00	66.00		
5M - Ethernet Cable	73.00	89.00		
10M - Ethernet Cable	111.00	133.00		
20M - Ethernet Cable	171.00	205.00		
POE - 8Port	772.00	927.00		
POE - 16Port	1,213.00	1,456.00		
POE 24-Port	1,434.00	1,720.00		

INTERNET LEASED LINE SERVICE (PUBLIC IP)

- A minimum of 30 working days is required to deliver this service. If ordered on-site, service availability and delivery are not guaranteed.
- Internet service will be delivered by WIRED only. Each option comes with four (4) public IP address
- Internet line which will provide equal Download & Upload Speed . (Recommended for broadcasting, live streaming, web conferences, Fixed IP)

ITEM DESCRIPTION	PRICE (AED)	QTY	TOTAL
5Mbps	11,025.00		
10Mbps	17,325.00		

MANPOWER

Dedicated IT Support Engineer and Cabling Technicians can be provided, on a daily rate.

ITEM DESCRIPTION	EARLY BIRD (AED)	STANDARD PRICE (AED)	QTY	TOTAL
IT Support Engineer	839.00	1007.00		
Cabling Technician	384.00	460.00		

TELEPHONE AND FAX

- Point of Sales (POS) and Credit Card machines are not provided.
- When Telephone service is selected, the line will be local by default unless International is selected.

ITEM DESCRIPTION	EARLY BIRD (AED)	STANDARD PRICE (AED)	QTY	TOTAL
Telephone International	767.00	920.00		
Conference Telephone International	1,405.00	1,687.00		
Point of Sales (POS) / Credit Card Lines	767.00	920.00		
ISDN 128Kbps (2B + D) Digital	1,916.00	2,299.00		
Conferences over Virtual Environment (Teams, Zoom Calls)	POA	POA		

*Telephone Outgoing call charges (as per Etisalat Standard call rates; statement to be shared after the event)

TERMS & CONDITIONS

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

Name		GRAND TOTAL
Signature		
Date		

- ADNEC Services Telecoms holds the exclusive rights to all data and telecommunication services within the venue.
- All orders received after deadline date will be subject to availability of the item and standard price will apply.
- Cancellation to confirmed or paid orders are permitted, however, service fee of 50% will be deducted.
- Payment Refund will ONLY be entertained upon receipt of written request, subject to Management approval.
- ADNEC Services Telecoms is not responsible to configure or support any personal devices owned by the client.
- Organiser are responsible on IT equipment supplied by ADNEC. Any loss or damage to the equipment will be charged.
- Order Form has to be filled properly and submitted to ADNEC Customer Services (customer.services@adnec.ae)
- Duration of all IT Services (except Open Air vouchers and Bulk Order Wireless Access) are valid for 30 calendar days only.
- 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.
- ADNEC Services Telecoms provides quality services to its customers, maximize their investment in IT Technology, provide cost effective IT support and delivery of IT services and implement IT best practices to satisfy business units. Copy of the ADNEC Information Technology Service Management System Policy is available upon request.

ADNEC VENUE ORDER FORM 2025

CCTV CAMERA RENTAL (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.)					

All prices are inclusive of 5% VAT.

Security Services	Qty.	Early Bird Price (AED) (Before 14 days from event date)	Standard Price (AED) (Within 14 days or less)	Total (AED)
CCTV Camera – In-hall (Stand-Alone)		2,800	3,000	
CCTV Camera – In-hall (Linked to the ADNEC System)		3,300	3,500	
CCTV Camera – External Temporary Structure (Stand-Alone)		POA	POA	
TOTAL (AED)				

Stand No.	Installation		Removal		Contact Details during Installation and Removal of CCTV Camera	
	Date	Time	Date	Time	Name	Mobile No.

ADNEC VENUE ORDER FORM 2025

CCTV CAMERA RENTAL (EXHIBITOR)

Form to be completed and returned to:

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

TERMS & CONDITIONS

- The rental period is valid for the duration of the event open days, with a maximum limit of 7 days. If the event extends beyond 7 days, additional rental charges will apply.
- The rental cost includes the CCTV camera, installation, and removal.
- Payment must be made in advance, and all fees are non-refundable.
- The CCTV camera will be installed on the last day of the build-up period.
- The exhibitor is responsible for ensuring that all stand construction is completed prior to the installation of the CCTV camera. CCTV camera installation will not take place while contractors are working on the stand.
- The Exhibitor must provide a 13Amp socket for the CCTV camera power cable.
- The Exhibitor is responsible for the safekeeping and proper use of the rented CCTV camera during the rental period.
- The Exhibitor shall not tamper with or attempt to modify the rented equipment.
- The Exhibitor shall not relocate or remove the rented equipment from the agreed-upon location without prior written consent from ADNEC Security.
- ADNEC Security will remove the CCTV camera on the last day of the event, once the stand is clear of any exhibit.
- The Exhibitor is responsible for any damages to or loss of the rented equipment during the rental period.
- ADNEC reserves the right to charge the Exhibitor for repair or replacement costs in case of damage or loss.
- ADNEC shall not be liable for any loss, damage, injury, or harm arising from the use or misuse of the rented CCTV camera.
- ADNEC has the exclusive rights for CCTV services inside the ADNEC venue.

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 _____