

# VENUE ORDER FORM 2026

## ENTERTAINMENT PERMIT (EXHIBITOR)

Form to be completed and returned to:

Email: [tawasol@twofour54.com](mailto:tawasol@twofour54.com) | Tel: 8002454

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.)					

PERMIT INFORMATION								
Band Name								
Number of Band Members								
Occupation	<input type="checkbox"/> Dancer	<input type="checkbox"/> Piano Player	<input type="checkbox"/> Guitar Player	<input type="checkbox"/> Oud Player	<input type="checkbox"/> Sinewy Instrument Player	<input type="checkbox"/> Singer	<input type="checkbox"/> DJ	<input type="checkbox"/> Other
Event Location								
Event Date								
Event Timings								
Estimated Attendees								
Is this a ticketed event?	<input type="checkbox"/> Yes		<input type="checkbox"/> No					
Do you have entertainers under the age of 21?	<input type="checkbox"/> Yes		<input type="checkbox"/> No					
If yes, please provide Underage Letter								

SERVICE DESCRIPTION	Rate per Permit (AED)	Number of Permit/Entertainer	Total (AED)
Entertainment Permit	1,215.90		
Each Entertainer	810.60		
TOTAL (AED)			

All prices are inclusive of 5% VAT.

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### PERMIT REQUIREMENTS

1. Entertainment Permit Form
2. Agreement Contract
3. Passport Copy of all participants (colored)
4. Visa Copy (if applicable)
5. Scanned passport photo of all participants (white background)
6. Description of the event with date and time
7. Emirates ID copy front and back (if applicable)
8. Undertaking Letter from the organiser, committing to DCT guidelines in case alcohol will be served at the event.

### TERMS AND CONDITIONS

- The deadline for submission of Entertainment Order Form will be prior to 14 working days from start date of the event.
- Orders received after the above-mentioned deadline cannot be guaranteed of the service being provided.
- Permit will not be processed until full payment is received by twofour54.
- Permits are subject to Department of Culture and Tourism regulations and UAE Government laws. twofour54 is not responsible for any delays or rejection of any permits.
- We need a minimum of 5 working days to obtain the permit from Department of Culture and Tourism
- Should there be any changes to procedures in the Department of Culture and Tourism the same shall be conveyed to the client.
- No refund will be made under any circumstances once the permit is issued.

### twofour54 BANKING DETAILS

- Please complete this Form and submit it to tawasol by twofour54 Customer Services ([tawasol@twofour54.com](mailto:tawasol@twofour54.com)).
- 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 twofour54 Receivables ([accounts.receivable@twofour54.com](mailto:accounts.receivable@twofour54.com)); Customer Services ([tawasol@twofour54.com](mailto:tawasol@twofour54.com)).
- Payment can be made via Credit Card through the provided payment link, Bank Transfer, or company cheque.
- Email correspondence regarding payment and invoicing should be sent to twofour54 Receivables ([accounts.receivable@twofour54.com](mailto:accounts.receivable@twofour54.com)); Customer Services ([tawasol@twofour54.com](mailto:tawasol@twofour54.com)) to be included in any correspondence.

### PAYMENT METHOD

#### CREDIT CARD

On selecting this method, twofour54 Receivables will send a payment link. Once payment is done send receipt to twofour54 Receivables ([accounts.receivable@twofour54.com](mailto:accounts.receivable@twofour54.com)); Customer Services ([tawasol@twofour54.com](mailto:tawasol@twofour54.com)) to be included in any correspondence

#### BANK TRANSFER

Payment net of bank charges should be made in favour of TWOFOUR54 FZ-LLC REVENUE 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: TWOFOUR54 FZ-LLC REVENUE.  
Bank Name: Abu Dhabi Commercial Bank  
Account No: 661821421001  
IBAN No: AE180030000661821421001  
Swift Code: ADCBAEAA

#### 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:

TWOFOUR54 FZ-LLC REVENUE  
PO Box 2454, Yas Creative Hub, Abu Dhabi, United Arab Emirates

**Twofour54 FZ-LLC TRN (Tax Registration Number): 100300336300003**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_