RIGGING
ORDER FORM 2027

capital 360
360 كابيتال
event experiences
لتجارب الفعاليات

Closing date of Submission: 21 days prior to build-up, thereafter delivery cannot be guaranteed and standard or on site price will apply.

EXHIBITION/EVENT INFORMATION

Event/Exhibition Name: | Date

Stand Name: | Stand No. | Hall No.

INVOICE DETAILS:

Please indicate invoice currency preference: ☐ USD ☐ AED

Tax Registration No:

First Name:

Last Name:

Company Name:

Company Address:

City:

Postal Code: | Country:

Contact No.

Email Address:

On-site Contact Name:

On-site Contact No.

Minimum guaranteed available rigging point heights in venue halls (hook heights) from venue floor level	Standard Height	Requested Height
Exhibition Halls 1 to 11	7,000 mm	8,500 mm
Exhibition Hall 12	10,000 mm	12,000 mm

MAXIMUM WEIGHT LOADING PER POINT IS 500KG (Inclusive of Hoist & Roof Points weight)

For any rigging enquiries please e-mail: capital360.mr@adnec.ae

	STANDARD HEIGHT UNIT PRICE (AED)				MAXIMUM HEIGHT UNIT PRICE (AED)				
DESCRIPTION	EARLY BIRD PRICE (21 days prior to the build-up)	STANDARD PRICE (20 days or less prior to the build-up)	ONSITE PRICE (During the build-up days)	QTY	EARLY BIRD PRICE (21 days prior to the build-up)	STANDARD PRICE (20 days or less prior to the build-up)	ONSITE PRICE (During the build-up days)	QTY	TOTAL
Roof Point with Manual Hoist (pre-attached)	1,970.00	2,320.00	3,480.00		2,145.00	2,575.00	3,860.00		
Roof Point with Electric Chain Hoist (pre-attached c/w cables + controls)	2,320.00	2,785.00	4,175.00		2,435.00	2,920.00	4,380.00		

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	EARLY BIRD PRICE (21 days prior to the build-up)	STANDARD PRICE (20 days or less prior to the build-up)	ONSITE PRICE (During the build-up days)	QTY	EARLY BIRD PRICE (21 days prior to the build-up)	STANDARD PRICE (20 days or less prior to the build-up)	ONSITE PRICE (During the build-up days)	QTY	TOTAL
Roof Point with Motor Up Electric Chain Hoist (pre-at-tached c/w cables + controls)	2,820.00	3,285.00	4,675.00		2,935.00	3,420.00	4,880.00		
Install of Lightweight P.V.C. Banner up to 6m wide (less than 10kg)	1,970.00	2,365.00	3,545.00						
Modular Truss System (30x30) Black (price per metre)	170.00	200.00	300.00						
Modular Truss System (40x40) Black (price per metre)	195.00	230.00	345.00						
Circular Truss (8mtrs)	7,350.00	8,820.00	13,230.00						
Circular Truss (6mtrs)	5,250.00	6,300.00	9,450.00						
Circular Truss (4mtrs)	3,675.00	4,410.00	6,615.00						
Masking Drapes (Black) Hall 1-11 inclusive of installation and removal)	310.00	370.00	555.00						
Masking Drapes (Black) Hall 12 (inclusive of installation and removal)	400.00	485.00	725.00						
Rigging Items Rental (price per piece)	20.00	30.00	40.00						
Note: 50% additional surcharge for on-site orders and changes.									
								GRAND TOTAL	

TERMS & CONDITIONS

1. Rigging Plans:

a. All orders for rigging must follow the required guidelines and be submitted with a clear and precise rigging plan at the time of ordering. Any changes required due to incorrect rigging plans will be subject to a surcharge.

b. All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.

c. All rigging must be within the perimeter of the stand.

d. The exact weight of each rigging point must be detailed in kilograms in addition to the total weight in kilograms of the overall structure to be rigged / suspended.Any single rigging point load above 500kg is subject to venue approval

e. The type of structure or banner material must be detailed along with the metric width, height and length.

f. The stand orientation must be detailed by showing the location of the main entrance and by the stands or walls on the other neighboring three sides.

g. The height from the floor to the bottom of the structure or banner when fully suspended must be shown using metric measurements.

h. During the build up phase of the event, truss movements shall be strictly limited to a maximum of four (4),with a truss movement defined as any lifting, lowering or re-trimming of a truss. Upon a truss being trimmedto its agreed final height, any subsequent adjustment or movement shall be deemed an additional lift.Any truss movements exceeding the permitted four (4), and any changes requested after final trim height,shall be subject to additional charges at the agreed rate, unless otherwise approved in writing in advance by the Rigging Supervisor.

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2. Banners:

a. All banners must be supplied with poles in vinyl welded or sewn sleeves.

b. All banners must be delivered two days prior to the build-up of the event. Delivery should be made to ADNEC Marina hall Monday to Friday 08:00 until 17:00 hours.

c. All banners will be disposed of immediately after the last day of break-down unless requested.

d. ADNEC Services are not liable for the loss and/or damage to banners during transportation, storage, installation and de-rig.

3. Installation:

a. ADNEC Services rigging hours are Monday to Friday 08:00 until 17:00. Any request outside these hours is subject to availability and additional cost.

b. Rigging not ready for completion by 17:00 on the last day of build-up will be the responsibility of the contractor.

c. Any damage to ADNEC Services equipment by third party contractors will be charged.

4. Health and Safety:

a. ADNEC Services Rigging Team is not liable for secondary rigging installed by third party contractors.

b. During build-up, gangways must be kept clear to allow access by the rigging team.

c. No stand structure is allowed to be attached to ADNEC ceiling as either a precautionary or additional safety measure. Ground mounted stand structures shall be so designated and constructed to be fully self-supporting.

d. A copy of a valid hoist inspection certificate must be provided to ADNEC Services prior to installation of any hoist supplied by a third-party contractor.

e. Any structure requiring more than 4 hoists for a single lift, must use electric chain hoists.

- ADNEC Services holds the exclusive right to all primary rigging services within ADNEC.
- All rigging orders must be paid in full at the time of ordering. All costs are inclusive of installation and removal.
- All prices, costs and charges are inclusive of 5% Value Added Tax; VAT Rate is subject to change as per UAE Law.
- All orders must be paid 21 days before the build-up; standard price will apply for any unpaid orders 20 days before the build-up.
- All orders received after deadline date will be subject to availability of the item and standard price will apply.
- Items will not be supplied unless payment is received.
- Cancellation or amendments to confirmed and paid orders are not permitted.
- Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to capital360.mr@adnec.ae

5. Drapes:

a. Masking drapes are basic functional drapes intended for concealing venue halls and backstage areas.

b. Masking drapes are not suitable for scenic or decorative use, including VIP corridors or routes, due to their simplistic appearance.

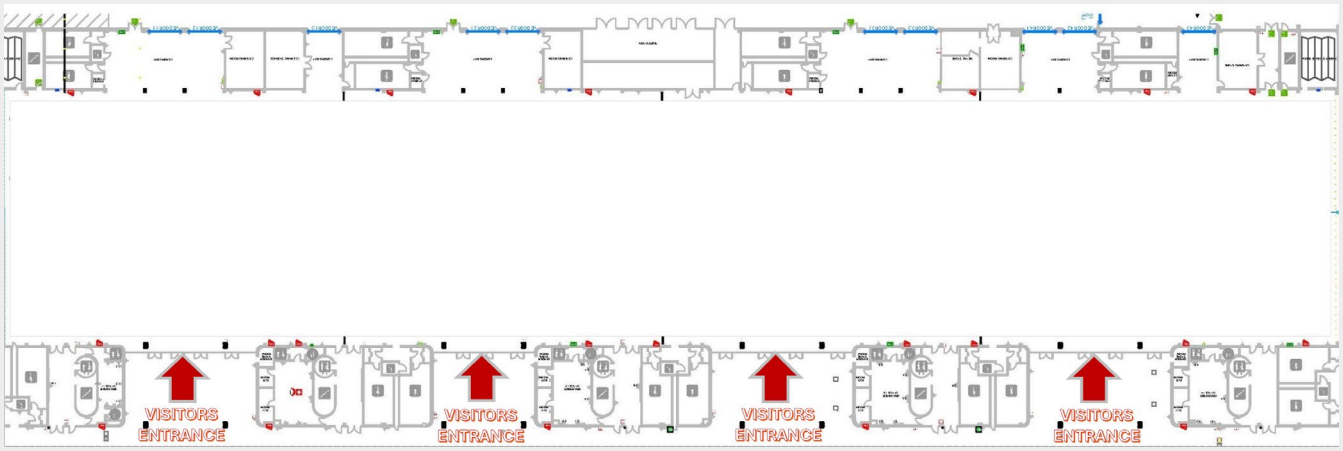
6. Cancellation Policy:

- Cancellation of confirmed orders will incur a 30% cancellation charge from the amount of the invoice.
- The rates on the rigging form are all based on a tenancy period of 7 days; any extension of days will incur an additional charges.

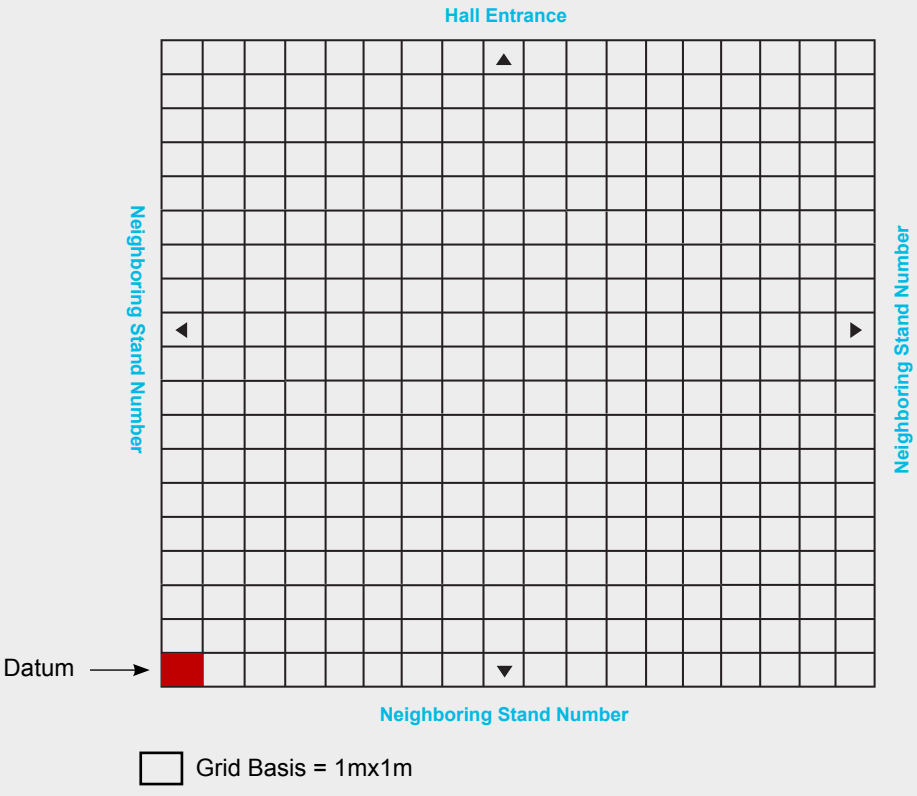
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STAND ORIENTATION GRID

ALL DRAWINGS MUST BE DRAWN AS PER THE VIEWPOINT BELOW.



Please draw as accurate as possible the boundaries of your stand and mark with an X the rigging points in the below grid and provide the details required on the below table. Kindly make sure that details are clear and understandable and all measurements from the highlighted corner to each rigging point are supplied. Alternatively, you can attach a fully dimensioned and properly detailed rigging plan in PDF Format based on your order.



PLEASE SPECIFY THE FOLLOWING

No. of Roof Points	
Weight per Roof Point	
Total Weight of the Hanging Feature (inclusive of all elements)	

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ALL PAYMENTS MUST BE MADE PRIOR TO WORKS COMMENCING

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.

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:

AED

Account Name : CAPITAL 360 LLC O P C
Bank : FIRST ABU DHABI BANK
Account No. : 4021003733279010
Swift Code : NBADAEAAXXX
IBAN No. : AE440354021003733279010

USD

Account Name : CAPITAL 360 LLC O P 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 & murtaza.kulangarakath@adnec.ae

Name		Date		Signature	

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