ADNEC VENUE ORDER FORM 2027

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 ☐
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.

- 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)	50		
3 Consecutive Days (per pax)	100		
5 Consecutive Days (per pax)	200		
3 Consecutive Months	400		
6 Consecutive Months	600		
Annual	1000		
Show Contractor (during event open days)	250		
All prices are inclusive of 5% VAT.		**TOTAL (AED)**	

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	50		
Pick Up 3-ton	45 minutes	75		
7.5 ton	60 minutes	75		
40-foot trailer 18.5 ton / Artic	60 minutes	100		
Exceeding Hours (all vehicles)	60 minutes	150		
			TOTAL (AED)	

All prices are inclusive of 5% VAT.

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adnec centre
مركز أدنيك أبوظبي abu dhabi

Vehicle Access Pass

Date	Type of Vehicle	Plate No.	Stand Name	Hall No.	Stand No.

If you require any other unloading equipment, such as a forklift, cranes please mention below.

Type of Equipment	Ton	Entry Time	Exit Time	Equipment Owner

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: NBADAEAAXXX

USD

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

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 _____