ADNEC VENUE ORDER FORM 2027

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)		13			
Standard (above 14 days prior to event opening)		15			
Standard (less than 14 days prior to event opening)		19			
Standard (less than 10 days prior to event opening)		24			
Standard (less than 5 days prior to event opening)		30			
Standard (1 to 2 days prior to event opening)		37			
				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.

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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		606	
12 days prior to event opening		789	
10 days prior to event opening		910	
5 days or less prior to event opening		1031	
		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.

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ADNEC BANKING DETAILS

- Please complete this Form and submit it to Customer Services (customer.services@adnec.ae).
- An invoice will be dispatched in return. Orders will be considered valid only once full payment has been received.
- If payment has been made prior to invoicing, please send a copy of proof of payment to ADNEC Receivables (receivables@adnec.ae); Customer Services (customer.services@adnec.ae).
- Payment can be made by Credit Card, Bank Transfer, or Company Cheque.
- Email correspondence regarding payment and invoicing should be sent to ADNEC Receivables (receivables@adnec.ae); Customer Services (customer.services@adnec.ae) to be included in any correspondence.

PAYMENT METHOD

CREDIT CARD

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

BANK TRANSFER

Payment net of bank charges should be made in favour of Abu Dhabi National Exhibition Company to the following account. Please allow five (5) working days to ensure that the funds have cleared on time. Note that bank charges should be borne by the client.

AED

Account Name: Abu Dhabi National Exhibition Co.
Bank Name: First Abu Dhabi Bank
Account No: 4021003067462010
IBAN No: AE590354021003067462010
Swift Code: 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 _____