



EXHIBITOR DETAILS			
Company Name		Stand No.	
Address			
City	PO Box	Post Code	Country
Contact Name:		Position	
Tel.	Mobile	Fax	
Email	Signature	Date	

RETURN DETAILS	
APPLICATION DEADLINE 12 December 2021	
Attn:	Ruth Villamin
Tel:	+971 2 409 0300
Fax:	+971 2 491 7614
Print	

As a requirement, all exhibitor appointed stand contractors must **provide security deposit at the rate of AED 280.00 per 1sqm of booked raw space with a minimum of AED 5,000.00 and a maximum of AED 30,000.00.** This amount shall be used in full or in part to pay for any penalties resulting from delayed completion of stand, repair of damages in the venue, or other expenses incurred such as, stand dismantling, materials disposal, clearance of litter and obstruction. In the event that the security deposit amount is less than the penalties incurred, Reed Exhibitions FZ LLC has the right to collect the balance. **Please refer to the Exhibitor Manual Section 2 for the Performance Bond Regulations and Guidelines.**

Performance bond must be paid before 12 December 2021. Contractors will be denied access to the halls and vehicle access to the service yard if the performance bond is not paid.

Payment options:

Option 1- Issue a UAE Dirham Cheque

A current dated UAE Dirham cheque favoring Reed Exhibitions FZ LLC and based on above calculation should be issued by the exhibitor or its local contractor. Please use the exchange rate of AED 3.6725 = 1USD.

This UAE dirham cheque can be collected from Reed Exhibitions FZ LLC – Finance Department in the event of no claims and upon organizers’ approval or clearance not later than 45 days after the close of the event.

Option 2 - Credit Card Pre-authorization Form

Submit the attached credit card pre-authorization form for the amount due and charges that may apply using the above calculation and the exchange rate of AED 3.6725 = 1USD **(Please read the terms and conditions applied in choosing this option from the attached credit card authorization form. Please note that a copy of both the front and back sides of credit card is required for validation purposes only.)**

Note: For security reason, please remove the CCV code number (last 3 digits which is written at the back of the card) from the card copy.

In case of non-compliance to the Performance Bond Regulations and Guidelines, Reed Exhibitions will charge the credit card the amount of the penalties incurred.

If no damages occur during the whole period of buildup and breakdown within the venue premises and upon confirmation from the operations department, Reed Exhibitions will destroy the credit card authorization form.

For security reasons, any credit card authorization form submitted by email will not be acknowledged. Only forms received through our Secured Fax Line will be accepted as a valid document.

Please ensure that all required documents are sent to +971 2 491 7614 (Secured Fax Line number).

Encashment of Performance Bond:

Contractors will be informed onsite if any violation on the Performance Bond Regulations and Guidelines has been made and a formal writing will be given stating the violations and amount to be deducted from the deposit.



Card Absent / Mail Order Fax Authorization Request Form

Date: ____ / ____ / ____

To: **Reed Exhibition FZ LLC**
PO Box 77899 Abu Dhabi – UAE
Tel: +971 2 409 0300
Fax: +971 2 491 7614

I authorize Reed Exhibitions FZ LLC to process the CARD ABSENT / Mail Order transaction for the below mentioned Credit Card for the amount due as PERFORMANCE BOND required for our participation to World Future Energy Summit 2022 which will be held on 17-19 January 2022 at Abu Dhabi National Exhibition Center, Abu Dhabi, UAE.

This amount shall be used in full or in part to pay for any delayed penalties resulting from repair of damages of venue or other expenses incurred such as clearance of litter, off cuts and obstruction.

I have completely read the annexure attached with this form and fully accepted and will abide by the terms & conditions.

Service Description:	Security Deposit - Participation to WFES 2022
Company Name:	
Stand No.	
Amount to be held (in AED):	

***NOTE:** USD/AED exchange rate given for informational purposes only USD1.00 = AED 3.6725

Card Number -- --

Card Type: Visa Master Card

Cardholder's Name: _____

Card Expiry Date: / MM / YY

Credit Card Billing Address: _____

Telephone No. (Office) _____

Mobile Number _____

Cardholder's Signature _____

Agreement between Card Holder & Reed Exhibition FZ LLC

It is agreed between _____ (Cardholder's Name) and Reed Exhibitions FZ LLC the following terms and conditions:

1. Cardholder must verify the requested credit card transaction appearing on his/her statement. In case of any discrepancy/discrepancies or dispute, cardholder must notify **Reed Exhibition FZ LLC** within 15 days from the credit card statement date.
2. Cardholder must sign the CARD ABSENT / MAIL ORDER FAX AUTHORIZATION REQUEST FORM and such signature will constitute binding and conclusive evidence of the confirmation of the cardholder to be bound by the Terms & Condition levied by the Reed Exhibition FZ LLC.
3. Reed Exhibition FZ LLC organizes Conference/Exhibition on the understanding that the services obtained with the card will not be resold or returned for cash refund.
4. Reed Exhibition FZ LLC agrees that cardholder's information will be treated confidentially at all times and is to be protected accordingly. We may hold and shall not release any such details to third party except with your prior written consent, or unless required to do so by UAE Law.
5. Reed Exhibition FZ LLC shall have the right to amend its Fee/Charges at any time and from time to time. In the event such amendments are unacceptable to you, you may advise us in writing urgently to terminate the procedure as provided therein within 15 days.
6. In the event of any tax, impost or similar levy is imposed by any taxing or other authority, you agree that you will be fully responsible for discharging such tax, impost, levy or withholding that had not been originally imposed or required.
7. You further agree that you will indemnify us and hold us harmless from and against any loss, damage, costs, claims, including without limitation, legal fees incurred by us for any reason.
8. Reed Exhibitions FZ LLC will release the held amount in full after the show and upon securing the clearance from Operations Department.
9. Reed Exhibitions FZ LLC will release any remaining amount after deducting the penalties incurred from any of the following events delayed completion of stand, dismantling of stand, disposal of materials, clearance of left out litter, off cuts, obstruction of space and repair of damages.
10. In the event that the performance bond amount is less than the penalties incurred, Reed Exhibitions FZ LLC has the right to collect the balance.

NOTE: Credit card copy (both front and back sides) should be submitted along with this form for verification purposes only to our secured fax line +971 2 491 7614.

Please note that I have completely read the above and fully accepted the terms & conditions.

Cardholder's Name	
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Cardholder's Signature _____

Date _____