



EXHIBITOR DETAILS		
Company/ Stand Name:		
Hall No.	Stand No.	Date:
Contact Name		Job Title
CONTRACTOR DETAILS		
Company Name		
Company Address		
TRN No:		
Contact Name		Mobile
Email:		
City	Postal Code	Country

RETURN DETAILS	
Fill and return to operations team on show days	
Fax:	
Email	Operations@reedexpo.ae
Print	Submit

Starting 01 January 2020, the stand contractors appointed by the exhibitors will be charged for the maintenance work as per the following rules:

- 1. Maintenance hours are from 18:00 till 20:00, no work will be allowed afterwards**
- 2. Stand Maintenance Access fee will be AED 4,800 per day (charged to the stand contractor)**

Provide the information required below to enable us to process your hall access request through the venue security department.

HALL ACCESS REQUEST DETAILS	
Contractor Name:	
Contractor Contact Person:	
Mobile Number:	
Work to be done:	
Number of hours required:	
Start time:	
Number of workers:	

VEHICLE ACCESS	VEHICLE 1	VEHICLE 2	VEHICLE 3
VEHICLE TYPE			
VEHICLE PLATE NUMBER			

Venue rules and regulations

- ❖ This form must be submitted at the Organizer Office onsite **at least 4 hours** prior to the closing hour of the show on the day the maintenance work will be carried out.
- ❖ Only minor maintenance works are allowed such as graphic installation/adjustments, electrical troubleshooting, etc.
- ❖ Major stand fitting works will not be permitted once the Exhibition opens.

Please see page 2 onwards for payment terms



ADNEC Fees for stand maintenance access		AED 4,800
	VAT 5%	AED 240
	Grand total	AED 5,040

Payment Options:

100% payment of total amount must be made upon submitting Form 27 by cheque, bank transfer, or Credit Card net of charges made out to Reed Exhibitions FZ LLC.

Option 1 - Cheque:

A current dated UAE Dirham cheque favoring **Reed Exhibitions FZ LLC** and based on above calculation should be issued by the contractor

Option 2 – Bank Transfer:

Beneficiary name: Reed Exhibitions FZ LLC
 Bank name & address: CITI BANK N.A, Abu Dhabi,UAE
 SWIFT Code: CITIAEAD
 IBAN: AE13021 1000 0001 0043 1025

Option 3 - Credit Card:

Submit the attached credit card 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.

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 4917614 (Secured Fax Line number).

Card Absent / Mail Order Fax Authorization Request Form

To: **Reed Exhibition FZ LLC** Date: ____ / ____ / ____
 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 **Stand Maintenance Access** 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.

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

Service Description:	Stand Maintenance Access - 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.

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

Cardholder's Signature _____

Date _____