



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	
APPLICATION DEADLINE <b>16 December 2021</b>	
Email: <a href="mailto:Wfes.design-submissions@blg-events.com">Wfes.design-submissions@blg-events.com</a>	
Print	Submit

### Stand Design Submission Details

Please send the following details by e-mail in AutoCAD or PDF formats to the address above.

1. **3D Visual Concept (perspective)**
2. **Full set of Drawing with dimensions.**
3. **Sectional drawing if necessary**
4. **Materials specification**
5. **Method Statement**
6. **Rigging & banner features**

Exhibitors who are building Complex Structure stands (**structures over 4 meters in height, double storey stands, raised platforms and certain suspended items**) please complete **FORM 7B – Complex Structure Submission and Form 7C - Complex Structure Certificate of Integrity form\***.

\* Any complex structure(s) review / inspection by ADNEC Structural Engineer an amount of **AED 3,000** shall be charged for each submission , a 50% surcharge will be levied for each incomplete or late submission of complex structures and will be deducted automatically from the security deposit

<b>ADNEC Fees to review / inspect Complex Structure *</b>		<b>AED 3,000</b>
	<b>VAT 5%</b>	<b>AED 150</b>
	<b>Grand total</b>	<b>AED 3,150</b>

### Payment Options:

100% payment of total amount must be made upon submitting Form 7A 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 exhibitor or its local contractor

#### Option 2 – Bank Transfer:

Beneficiary name:	Reed Exhibitions FZ LLC	SWIFT Code:	CITIAEAD
Bank name & address:	CITI BANK N.A, Abu Dhabi, UAE	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**  
PO Box 77899 Abu Dhabi – UAE  
Tel: +971 2 409 0300  
Fax: +971 2 491 7614

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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 **COMPLEX STRUCTURE INSPECTION** 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:	Complex Structure Inspection - 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	<input style="width: 100%;" type="text"/>
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Cardholder's Signature \_\_\_\_\_

Date \_\_\_\_\_

All space only stand designs must be reviewed by the Organizers the venue's Health and Safety Department before exhibitors and its contractors will be allowed access to the site and permitted to commence build.

**Stand Contractor Details**

Name of Contractor	<input style="width: 100%;" type="text"/>
Contact Person	<input style="width: 100%;" type="text"/>
Tel No.	<input style="width: 100%;" type="text"/>
Mobile No.	<input style="width: 100%;" type="text"/>
Email	<input style="width: 100%;" type="text"/>

Health & Safety Officer's Name	<input style="width: 100%;" type="text"/>
Tel No.	<input style="width: 100%;" type="text"/>
Email	<input style="width: 100%;" type="text"/>

**Build-up Schedule**

Estimated time of arrival on-site	<input style="width: 100%;" type="text"/>
Estimated completion time	<input style="width: 100%;" type="text"/>