

EXHIBITOR IT & TELECOMMUNICATIONS ORDER FORM 2023

Form to be completed and returned to customer.services@adnec.ae
Tel: +971 2 406 3666 \ Fax: +971 2 449 9770
Abu Dhabi National Exhibitions Company



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			
Direct No.		Mobile No.	
Email address			

INVOICING / BILLING CONTACT DETAILS

First Name		Last Name	
Job Title			
Company Name			
Company Address			
Direct No.		Mobile No.	
Email address			
TRN (Tax Registration No.)			

*All orders will be subject to availability.

*All prices are inclusive of 5% VAT

ADNEC BANKING DETAILS

- Please complete this Form and submit 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 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 back to receivables@adnec.ae to signify the approval of processing the payment. Payment net of bank charges, should be made in favour of Abu Dhabi National Exhibition Company to the following account. Please allow 5 working days to ensure that the funds have cleared on time. Note that bank charges should be borne by the client.

BANK TRANSFER

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

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

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 post dated 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

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Wireless Vouchers

For individual Internet access, not recommended for high throughput demonstration or file download.

Item Description	Internet Speed	Price (AED)	Qty	Total
Open Air WiFi Access - 2 Hours	5Mbps	24		
Open Air WiFi Access - 8 Hours	5Mbps	87		
Open Air WiFi Access - 24 Hours	5Mbps	122		

Internet Connections (Wired or Wireless)

- Internet will be provided with username and password. The default SSID to connect is OpenAir.
- A fee of AED 331 will be charged for each change to the location of a fixed line/ wired connectivity.
- If wired option is selected, there will be 1 cable provided only. If additional cables are required, please look at Ethernet cable.
- These Internet Lines will include 100% Download Speed and 20% Upload Speed.

Item Description	Internet Speed	Connectivity Type	Early Bird Price (AED) Before 14 Days from opening	Standard Price (AED) Within 14 Days or less	QTY	Total
<input type="checkbox"/> 5 Internet Connections	30Mbps	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless	4,255	6,385		
<input type="checkbox"/> 15 Internet Connections	50Mbps	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless	5,469	8,208		
<input type="checkbox"/> 30 Internet Connections	80Mbps	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless	7,900	11,855		
<input type="checkbox"/> 50 Internet Connections	120Mbps	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless	10,332	15,501		

*All connections have automatic IP addressing. If you need a Static IP, please tick here

Network & Communications Equipment

Item Description	Early Bird Price (AED)	Standard Price (AED)	Description	Qty	Total
Network Cable drop	420	630	To link multiple locations together on a single network. Subject to availability in locations identified		
Fibre Core	2,431	3,647	Fibre Core is available inside the venue only. Additional cost will be provided through separate quotation.		
IPTV	2,431	3,647	ADNEC IT provides the Satellite TV Box. The requester should arrange for a TV, HDMI cable and a POWER.		

Switches and Ethernet Cables

Item Description	Early Bird (AED) Before 14 Days from opening	Standard Price (AED) Within 14 Days or less	QTY	Total
Switch -8Port	486	730		
Switch -16Port	730	1,094		
Switch -24Port	972	1,458		
2M - Ethernet Cable	18	-		
3M - Ethernet Cable	51	-		
5M - Ethernet Cable	69	-		
10M - Ethernet Cable	105	-		
20M - Ethernet Cable	162	-		
POE -8Port	735	945		
POE -16Port	1,155	1,365		
POE -24Port	1,365	1,575		

Leased Line (Public IP) Internet

- A minimum of 30 working days is required to deliver this service. If ordered onsite, service availability and delivery are not guaranteed.
- Internet service will provide equal Download & Upload Speed via Wire Only. Each option comes with four (4) public IP address.

Leased Line Bandwidth	Standard Price (AED)	QTY	Total
<input type="checkbox"/> 5 Mbps	10,500		
<input type="checkbox"/> 10 Mbps	16,500		

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Manpower

Dedicated IT Support Engineer and Cabling Technicians can be provided, on request, at an hourly rate

Item Description	Early Bird (AED) Before 14 Days from opening	Standard Price (AED) Within 14 Days or less	QTY	Total
<input type="checkbox"/> IT Support Engineer	799	1,187		
<input type="checkbox"/> Cabling Technician	365	550		

Telephone and Fax

- Point of Sales (POS) and Credit Card machines are not provided.
- When Telephone service is selected, the line will be local by default unless International is selected.

Item Description	Equipment Deposit	Early Bird (AED) Before 14 Days from opening	Standard Price (AED) Within 14 Days or less	QTY	Total
<input type="checkbox"/> Telephone <input type="checkbox"/> International		730	1,094		
<input type="checkbox"/> Conference Telephone <input type="checkbox"/> International	5,266	1,338	2,007		
<input type="checkbox"/> Point Of Sales (POS) / Credit Card Lines		730	1,094		
<input type="checkbox"/> ISDN 128Kbps (2B + D) Digital	1,764	1,824	2,735		
Conferences over Virtual Environment (Teams, Zoom Calls)		POA			

*Refundable Deposit (Applicable to the first Telephone POS or ISDN line ordered only)

*Telephone Outgoing call charges (as per Etisalat Standard call rates; statement to be shared after the event)

Network Solution

- ADNEC IT can do the necessary cabling requirements of your stand and offices. The cost of this service will be determined by various factors such as size of network, speed of Internet connectivity & complexity. A minimum of 20 days' notice is required to deliver this service. This service will be quoted separately.

Request Meeting with the ADNEC IT Team

Terms & Conditions

By affixing my signature, I hereby confirm that I have read and agreed to the Terms and Conditions stated below:

Name	Grand Total
Signature	
Date	

- ADNEC holds the exclusive rights to all data and telecommunication services within the venue.
- All orders must be confirmed 15 working days before event tenancy to guarantee service delivery.
- Cancellation to confirmed or paid orders are permitted, however, service fee of 10% will be deducted.
- Payment Refund will ONLY be entertained upon receipt of written request, subject to Management approval.
- ADNEC IT is not responsible to configure or support any personal devices owned by the client.
- Exhibitors are responsible on IT equipment supplied by ADNEC. Any loss or damage to the equipment will be charged.
- Orders are only considered valid when full payment has been received.
- Duration of all IT Services (except Open Air vouchers) are valid for 30 calendar days only.
- ADNEC operates on 5GHz wireless frequency only.
- **Private wireless broadcasts are not permitted within ADNEC. Non-ADNEC wireless broadcasts will be ceased in order to mitigate wireless signal interference and any devices used will be switched off immediately.**
- ADNEC strongly recommends use of 5GHz enabled wireless devices to ensure stable connectivity.
- Service delivery will begin 24 Hours before the start of the event, provided, that the payment has been settled in full.
- Any changes to the stand number or exhibiting company name should be communicated to ADNEC by emailing customer.services@adnec.ae.
- ADNEC IT Department provides quality services to its customers, maximize their investment in IT Technology, provide cost effective IT support and delivery of IT services and implement IT best practices to satisfy business units. Copy of the ADNEC Information Technology Service Management System Policy is available upon request.

THIS PRICE LIST IS VALID FOR THE PERIOD 1 JANUARY - 31 DECEMBER 2023