

CONTRACTOR & VEHICLE ACCESS 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

ADNEC

شركة أبوظبي الوطنية للمعارض
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			
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.)			

All prices are inclusive of 5% VAT

Vehicle Type	Unit Slot	Price (AED)	Slot Required	Total AED
Car	30 minutes	25		
Pick Up - 3 ton	45 minutes	35		
7.5 ton	60 minutes	45		
40 foot trailer 18.5 ton / Artic	60 minutes	55		
Exceeding Hours (all vehicles)	60 minutes	25		
			Total	

Please indicate invoice currency preference: AED USD

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Effective 1 January 2020, ADNEC implemented a formalised chargeable Contractor & Vehicle Access Process.

All contractors and vehicles which present themselves to the ADNEC holding areas access gates or loading bays

ADNEC security and Traffic teams will administer the access process which will be directly linked with the Ministry of Immigration in order to ensure individuals are legally entitled to work within the UAE. The process and charges will apply to all vehicles and individuals without exception.

The process will:

- Ensure that contractors accessing the ADNEC venue are legal, legitimate and operating within the laws of the UAE.
- Provide an accurate data base of who is working within ADNEC and their reason for being in the venue.
- increase and enhance the overall level of site security and surveillance.
- Raise awareness amongst contractors and vehicle operators to be mindful and accountable with regards to the operating standards, (specifically Health & Safety considerations) and the potential impact of their work activity when on site.
- Allow greater control of the loading bays and access gates ensuring that build up and breakdown periods operate with greater efficiency.
- Ensure that vehicles and contractors adhere to the stipulated timings and rules/regulations of the venue.

Contractor's Wristband

- All contractors must present a valid Emirates ID (for UAE residents) or passport and visa copy (for international contractors) at the designated security gate.
- Contractor's wristband together with the official receipt will be issued upon payment of the applicable fee. Cash or credit card payment is accepted.
- All contractor's must wear proper PPE prior to entering the loading bay. Minimum requirement includes (steel toe safety shoes, gloves, high-vis jackets and hard hat).
- All contractors must wear their wristband at all the times while in ADNEC location. ADNEC security must be informed in case of the lost wristband. Contractor will be charged AED 25 for re-issue of wristband.

Contractor's Pass is issued at the following Security Gates:

- Security Gate 1 (located behind Hall 1) for stands located in Hall 1-4, CP1, Grandstand and Marina.
- Security Gate 4 (located behind Hall 7) for stands located in Hall 5, 6, 7, 8, 9 & 10.
- Security Gate 7 (located behind Hall 10) for stands located in Hall 10, 11 & ICC.

All prices are inclusive of 5% VAT

Description	Rate (AED)
1 Day (per pax)	25
3 Consecutive Days (per pax)	55
5 Consecutive Days (per pax)	90
3 Consecutive Months	330
Annual	550
Show contractor (during and after the open days)	225

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Vehicle Access Pass

Date	Type of Vehicle	Stand No.	Stand Name	Hall no.	Plate no.

- Every vehicle that enter the Loading Bay must be registered. (Pre-registration or onsite) This applies to every type of vehicle (Pick up and trucks)
- Filling up Pre registration will not provide priority to access the loading area but enable to speed up the process at the entry
- All vehicles have to go to the Holding area first and then will be directed to Optimal Loading bays
- The Holding area is only place where a vehicle can obtain the entry permission- Loading Bay pass
- Our traffic marshals will direct you to the precise location for parking
- Please use separate preregistration forms for buildup & breakdown period
- Vehicles on loading bays without information will be fined AED 300 and be informed to authorities to be removed from loading bays
- Materials to be carried out by hands are not allowed to use loading bays but need to use multistory car park.
- In the circumstance of vehicle using additional time to the booked period in the pre-registration form , additional amount will be needed to pay at the time of exit

If you require any other unloading equipment, such as a forklift, cranes please mention below

Type of Equipment	Ton	Entry Time	Exit Time	Equipment Owner

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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

BANK TRANSFER

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.

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:

ADNEC Group TRN (Tax Registration Number) : 100305367300003

Name

Signature.....