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| **ADNEC Fees to review / inspect Complex Structure \*** | | **AED 3,000** |
| **VAT 5%** | **AED 150** |
| **Grand total** | **AED 3,150** |
| \* 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. | | |

**Payment Options:**

100% payment of total amount must be made upon submitting this form 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:**

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| 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 2023 which will be held on 16-18 January 2023 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.

|  |  |
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| Service Description: | Complex Structure Inspection - Participation to WFES 2023 |
| 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

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| Card Number |  |  |  |  | -- |  |  |  |  | -- |  |  |  |  | -- |  |  |  |  |

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| Card Type: |  | Visa |  |  | | Master Card | | |  | |  | |  | |  | |  | |  | | |  |  |  |
| Cardholder’s Name: |  | | | |  | |  |  | |  | |  | |  | |  | |  | |  |  | |  |  |

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| Card Expiry Date: |  |  | / |  |  | MM / YY |

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| Credit Card Billing Address: |  |  |
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| Telephone No. (Office) |  |  |
| Mobile Number |  |  |
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| 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.**

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| Cardholder’s Name |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Cardholder’s Signature |  |  |
| Date |  |  |

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| **NOTE: It is a mandatory requirement to submit the below complete information for all complex structures.** | | | |
| Non – Structural Elements | | Structural Elements | |
| Overall exhibition or event plan highlighting the location  of the structure | ☐ | A detailed, fully dimensioned, technical plan drawing of each  level of the structure | ☐ |
| Full Stand Dimensions | ☐ | A detailed, fully dimensioned, technical section drawing of each level of the structure | ☐ |
| Details of all materials to be used in the construction  and finish of the structure | ☐ | A detailed, fully dimensioned, technical elevation drawing of  each face of the structure | ☐ |
| Details of the provision made within the structure,  including material specifications, for protection against fire and the spread of flame *(Fire ratings)* | ☐ | Method statement detailing the Safe System of Work by  which the structure will be assembled, used and disassembled | ☐ |
| Details of access and egress routes, including emergency  exits from the structure | ☐ | Design, form and dimensions of every structural element  *(Beams, Columns, Ties, Braces etc.)* | ☐ |
| Materials safety data sheet for all chemicals to be used | ☐ | Design, form and dimensions of every staircase or ramp >  600mm rise | ☐ |
| A full risk assessment covering build up, use and  breakdown of the structure | ☐ | Design, form and method of each connection between  structural elements | ☐ |
| Detailed layout of any seating arrangements within the  structure | ☐ | Design, form and dimensions of every base plate for transferring load to the Venue floor *(1m2 minimum)*  *(anchoring of base plates to Venue floor is not permitted)* | ☐ |
| Accessible Ramp detail  *(if design includes platform floor)* | ☐ | Design, form and lateral load resistance of any handrail  systems | ☐ |
| Detail of corner protection or rounding  *(if design includes platform floor)* | ☐ | Structural design calculations proving structural integrity  *(To include loading and stability analysis, shear, stress and deflection*  *checks)*  *(Stamped and attested by professional structural engineer)* | ☐ |
|  | |  | |
| **NOTE: Upon completion of construction the Contractor is required to complete & submit Form 7C - Certificate of Integrity**  **confirming: -**   **Structural Integrity and stability of the structure,**   **Load per unit area (kg/m2) applied to the ADNEC Floor**   **The structure is safe for the intended load, fit for purpose and constructed as per design.** | | | |

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| **To be completed by the Organizer and Venue** | | |
| **SUBMISSION** | **Name** | **Submission Date** |
| **Event Organizer / Contractor** |  |  |
| **ADNEC Planning Manager** |  |  |
| **ADNEC Health & Safety Dept.** |  |  |

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| **For ADNEC Health and Safety use only** | | |
| *Status* | | *Comments* |
| Reviewed | ☐ | *Structural Element*s |
|  |
| Reviewed with Comments for action | ☐ |
| Incomplete submission – additional information required | ☐ | *Non-Structural Element*s |
|  |
| Rejected | ☐ |

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| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| ADNEC Structural Engineer |  |  |  |
|  | **Name** | **Signature** | **Date** |
| ADNEC Health & Safety Dept. |  |  |  |
| **IMPORTANT NOTE:**   **The stability, integrity and safety of all display items, features or structures is the responsibility of the supplier, contractor and client.**   **If any complex structure is modified after the submission of the above information, plans must be resubmitted with details of all**  **modifications and a structural engineer’s confirmation that the final overall design is safe for its purpose**   **Comments made relate to submissions during Design Stage review and do not relieve any Contractor from compliance with the requirements of the drawings and specifications.**   **This review is limited to general compliance with the requirements of ADNEC rules and regulations.**   **ADNEC takes no responsibility for structural stability or integrity of any submission.**   **Contractors are responsible for confirming and correlating all quantities and dimensions, structural stability, selection of fabrication processes, techniques of construction, coordination of works with that of others and for performance of duties in a safe and satisfactory manner.** | | | |