

ADNEC VENUE ORDER FORM 2024 RAFFLE DRAW PERMIT (EXHIBITOR)

Form to be completed and returned to:

Email: customer.services@adnec.ae | Tel: +971 2 406 3666



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.	
		Fax 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.	
		Fax No.	
Email address			
TRN (Tax Registration No.)			

PERMIT INFORMATION

Date of Raffle Draw	
Time of Raffle Draw	
Quantity of Raffle Draw	
Raffle Draw Location	
Raffle Draw Coupon Detail	

Service Description	Rate per Permit (AED)	Number of Permits	Total (AED)
Raffle Draw Permit	3,956		
TOTAL (AED)			

All prices are inclusive of 5% VAT.

DOCUMENTS REQUIRED

1. Raffle Prize draw forms
2. Attach copy of Raffle Coupons (Raffle Coupon should have "Terms & Conditions" in English & Arabic)
3. Attach copy of receipt of Raffle Prizes
4. The Pledge (see page 3)

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TERMS AND CONDITIONS

- Deadline for submission of raffle draw orders will be prior to 14 working days from date of raffle draw.
- Orders received after the above-mentioned deadline cannot be guaranteed of the service being provided.
- A form will be provided in which to record the prize winners' details; this must be completed and submitted together with a copy of the winning ticket and copy of the winner's photo ID.
- Should the winner fail to collect his prize then the same should be handed over to Customer Services Department who will then deposit the same with Department of Economic Development.
- The permit will not be processed until payment is received by ADNEC.
- The permit is subject to Department of Economic Development Regulations and UAE Government Law, ADNEC is not responsible for any delay or rejection of any permit.
- Raffle Draw tickets must not be sold for financial gain.
- Once the draw has taken place the draw information is to be returned to Customer Services within 48 hrs., failure to do so may result in fines or penalties imposed by Abu Dhabi Economic Development Department.
- No refund will be made under any circumstances once the permit is issued by the Department of Economic Development.
- Should there be any change in requirement to procedures for Issuance of Raffle Permits by the Department of Economic Development the same shall be conveyed to the client.

ADNEC BANKING DETAILS

- Please complete this Form and submit it to Government Services (government.services@adnec.ae); 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 ADNEC Receivables (receivables@adnec.ae); Government Services (government.services@adnec.ae); Customer Services (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); Government Services (government.services@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 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 five (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 postdated 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

Name _____ Signature _____ Date _____

شركة أبوظبي الوطنية للمعارض - أدنيك
قسم الخدمات الحكومية

تعهد السحوبات الترويجية

أتعهد أنا المخول بالتوقيع أدناه بالالتزام التام بشروط السحوبات المذكورة أدناه وهي كالتالي :-

- 1- الكوبونات الأصلية (للطرفين).
- 2- صورة عن جوازات السفر للفائزين.
- 3- رسالة إقرار بإستلام الجوائز من الفائزين.
- 4- حضور ممثل الدائرة إلزامي عند إجراء السحوبات .
- 5- تسليم الجوائز المرتجعة إلى دائرة التنمية الإقتصادية
- 6- الإلتزام بتاريخ السحب و تسليم الجوائز للفائزين حسب الكشف المرفق للدائرة.
- 7- كشف بالجوائز الغير مسلمة (المرتجعة) و إحضار ملف نهاية الحملة بعد 20 يوما من تاريخ آخر سحب.

و عليه يحق لشركة أبوظبي الوطنية للمعارض (أدنيك) إتخاذ كافة الإجراءات القانونية التي تراها مناسبة في حالة أي مخالفة لما تم ذكره بهذا التعهد.

إسم الشركة :

إسم المدير المسؤول :

التوقيع و الختم :

التاريخ :