

# TELECOMS SERVICES EXHIBITORS IT ORDER FORM 2024

Form to be completed and returned to ADNEC Customer Services  
(customer.services@adnec.ae) | +971 2 406 3666



Part of ADNEC GROUP

Your trusted partner for innovative & reliable telecommunication experiences via high-quality services delivered with passion and commitment.



**Fill & Return**  
telecoms@adnec.ae



**Best Price**  
when you pay 14 days before  
the event date



**Standard Price**  
when you pay within 14 days or  
less from the event date



**Deadline**  
Submission 2 Days prior to the  
show will not guarantee the  
delivery of the services and will  
result in 50% additional surcharge  
for on-site orders and changes

## EXHIBITION/EVENT INFORMATION:

Exhibition / Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Hall No. \_\_\_\_\_

Stand No.: \_\_\_\_\_ Stand Name \_\_\_\_\_

## ORDER CONTACT DETAILS:

Full Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Direct No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email Address: \_\_\_\_\_

TRN (Tax Registration No.) \_\_\_\_\_

## INVOICE BILLING DETAILS:

**Abu Dhabi National Exhibitions Company is (100%) Holding Company  
of ADNEC SERVICES LLC**

Please complete and return the order form to the above email address. An invoice will be dispatched in return. Orders will be Valid only with full remittance

### CREDIT CARD

On selecting this method, ADNEC Receivables will email the "Credit Card Authorization Form". This form should be filled and returned back to [finance.as@adnec.ae](mailto:finance.as@adnec.ae) to signify the approval of processing the payment

### Cheque & Bank Draft

ADNEC SERVICES L.L.C. - P.O. Box 5546 Abu Dhabi, UAE

Bank Transfers should be made, net of bank charges through the following account:

### AED

Account Name : ADNEC SERVICES L.L.C.

Bank : FIRST ABU DHABI BANK

Account No. : 4021003733279010

Swift Code : NBADAEAAXXX

IBAN No. : AE440354021003733279010

### USD

Account Name : ADNEC SERVICES L.L.C.

Bank : FIRST ABU DHABI BANK

Account No. : 4021003733279021

Swift Code : NBADAEAAXXX

IBAN No. : AE380354021003733279021

**TAX REGISTRATION NUMBER: 100305367300003**

**NOTE:** For International clients it is important that you use the IBAN No. for all the remittances. Copy of the confirmed transfer must be sent to [finance.as@adnec.ae](mailto:finance.as@adnec.ae)

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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 |
|--------------------------------|----------------|-------------|-----|-------|
| Premium WiFi Access - 2 Hours  | 5Mbps          | 24.00       |     |       |
| Premium WiFi Access - 8 Hours  | 5Mbps          | 87.00       |     |       |
| Premium WiFi Access - 24 Hours | 5Mbps          | 122.00      |     |       |

## INTERNET CONNECTIONS (WIRED OR WIRELESS)

- Internet will be provided with username and password. The default SSID to connect is Premium Wi-Fi.
- 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 with on-site assistance. If additional cables are required, please look at Network Equipment.
- If wired Internet is selected, a copy of the marked location via floorplan must be presented to ensure the delivery of the service.
- These Internet Lines will include 100% Download Speed and 20% Upload Speed.

| ITEM DESCRIPTION                                  | INTERNET SPEED | CONNECTIVITY TYPE  | EARLY BIRD (AED) | STANDARD PRICE (AED) | QTY | TOTAL |
|---|----------------|--|------------------|----------------------|-----|-------|
| <input type="checkbox"/> 5 Internet Connections   | 30Mbps         | <input type="checkbox"/> Wired <input type="checkbox"/> Wireless | 4,255.00         | 5106.00              |     |       |
| <input type="checkbox"/> 15 Internet Connections  | 50Mbps         | <input type="checkbox"/> Wired <input type="checkbox"/> Wireless | 5,469.00         | 6,563.00             |     |       |
| <input type="checkbox"/> 30 Internet Connections  | 80Mbps         | <input type="checkbox"/> Wired <input type="checkbox"/> Wireless | 7,900.00         | 9,480.00             |     |       |
| <input type="checkbox"/> 50 Internet Connections  | 120Mbps        | <input type="checkbox"/> Wired <input type="checkbox"/> Wireless | 10,332.00        | 12,399.00            |     |       |
| <input type="checkbox"/> 100 Internet Connections | 150Mbps        | <input type="checkbox"/> Wired <input type="checkbox"/> Wireless | 12,763.00        | 15,316.00            |     |       |

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

## NETWORK & COMMUNICATIONS EQUIPMENT

| ITEM DESCRIPTION   | EARLY BIRD (AED) | STANDARD PRICE (AED) | DESCRIPTION   | QTY | TOTAL |
|--------------------|------------------|----------------------|---|-----|-------|
| Network Cable drop | 420.00           | 504.00               | To link multiple locations together on a single network. Subject to availability in locations identified    |     |       |
| Fibre Core         | 2,431.00         | 2,918.00             | Fibre Core is available inside the venue only. Additional cost will be provided through separate quotation. |     |       |
| IPTV               | 2,431.00         | 2,918.00             | ADNEC IT provides the Satellite TV Box. The requester should arrange for a TV, HDMI cable and a POWER.      |     |       |

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## LAPTOP, SWITCHES AND ETHERNET CABLES

| ITEM DESCRIPTION     | EARLY BIRD (AED) | STANDARD PRICE (AED) | QTY | TOTAL |
|----------------------|------------------|----------------------|-----|-------|
| Laptop               | 750.00           | 900.00               |     |       |
| Switch - 8Port       | 486.00           | 584.00               |     |       |
| Switch - 16Port      | 730.00           | 876.00               |     |       |
| Switch - 24Port      | 972.00           | 1,167.00             |     |       |
| 2M - Ethernet Cable  | 18.00            | 22.00                |     |       |
| 3M - Ethernet Cable  | 51.00            | 62.00                |     |       |
| 5M - Ethernet Cable  | 69.00            | 83.00                |     |       |
| 10M - Ethernet Cable | 105.00           | 126.00               |     |       |
| 20M - Ethernet Cable | 162.00           | 195.00               |     |       |
| POE - 8Port          | 735.00           | 882.00               |     |       |
| POE - 16Port         | 1,155.00         | 1,386.00             |     |       |
| POE - 24Port         | 1,365.00         | 1,638.00             |     |       |

## INTERNET LEASED LINE SERVICE (PUBLIC IP)

- A minimum of 30 working days is required to deliver this service. If ordered on-site, service availability and delivery are not guaranteed.
- Internet service will be delivered by WIRED only. Each option comes with four (4) public IP address
- Internet line which will provide equal Download & Upload Speed . (Recommended for broadcasting, live streaming, web conferences, Fixed IP)

| ITEM DESCRIPTION                | PRICE (AED) | QTY | TOTAL |
|---------------------------------|-------------|-----|-------|
| <input type="checkbox"/> 5Mbps  | 10,500.00   |     |       |
| <input type="checkbox"/> 10Mbps | 16,500.00   |     |       |

## MANPOWER

Dedicated IT Support Engineer and Cabling Technicians can be provided, on a daily rate.

| ITEM DESCRIPTION                             | EARLY BIRD (AED) | STANDARD PRICE (AED) | QTY | TOTAL |
|--|------------------|----------------------|-----|-------|
| <input type="checkbox"/> IT Support Engineer | 799.00           | 959.00               |     |       |
| <input type="checkbox"/> Cabling Technician  | 365.00           | 438.00               |     |       |

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## 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  | EARLY BIRD (AED) | STANDARD PRICE(AED) | QTY | TOTAL |
|---|------------------|---------------------|-----|-------|
| <input type="checkbox"/> Telephone<br><input type="checkbox"/> International            | 730.00           | 876.00              |     |       |
| <input type="checkbox"/> Conference Telephone<br><input type="checkbox"/> International | 1,338.00         | 1,606.00            |     |       |
| <input type="checkbox"/> Point Of Sales (POS) / Credit Card Lines                       | 730.00           | 876.00              |     |       |
| ISDN 128Kbps (2B + D) Digital   | 1,824.00         | 2,189.00            |     |       |
| Conferences over Virtual Environment (Teams, Zoom Calls)                                | POA              | POA                 |     |       |

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

## 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 Services Telecoms holds the exclusive rights to all data and telecommunication services within the venue.
- All orders received after deadline date will be subject to availability of the item and standard price will apply.
- Cancellation to confirmed or paid orders are permitted, however, service fee of 50% will be deducted.
- Payment Refund will ONLY be entertained upon receipt of written request, subject to Management approval.
- ADNEC Services Telecoms is not responsible to configure or support any personal devices owned by the client.
- Organiser are responsible on IT equipment supplied by ADNEC. Any loss or damage to the equipment will be charged.
- Order Form has to be filled properly and submitted to ADNEC Customer Services (customer.services@adnec.ae)
- Duration of all IT Services (except Open Air vouchers and Bulk Order Wireless Access) 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.
- ADNEC Services Telecoms 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.

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