

# ADNEC VENUE ORDER FORM 2024

## VEHICLE CLEANING (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.	
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.)			

Description	Price (AED)	Number of Vehicles to be Cleaned	Total (AED)
Cleaning - Small Vehicle (1m to 5m)	244		
Cleaning - Medium Vehicle (5.1m to 8m)	365		
Cleaning - Large Vehicle (8.1m to 10m)	486		
			<b>TOTAL (AED)</b>

All prices are inclusive of 5% VAT.

### TERMS AND CONDITIONS

- Orders received less than 14 days prior to the event will be subject to availability.
- Cleaning is carried out at night, not during the exhibition opening hours. It will be performed on the night before the opening day of the event and each night thereafter.
- ADNEC Cleaning Department cannot be held liable for any loss or damage related to the cleaning of the vehicle.
- ADNEC Cleaning Department does not supply cleaning materials to exhibitors or their contractors.
- To guarantee quality of service, exhibition stands must be clear of all contractors' work and materials by midnight on the last day of build-up.

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### ADNEC BANKING DETAILS

- Please complete this Form and submit it 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 ADNEC Receivables (receivables@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); 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 \_\_\_\_\_