

# RIGGING ORDER FORM 2024

To be filled and returned to E-mail: [adnecservices@adnec.ae](mailto:adnecservices@adnec.ae)  
 Tel: +971 (0) 2 4063813 - P.O. Box 5546 Abu Dhabi  
 ADNec SERVICES

**Closing date of Submission: 15 days prior to show, thereafter delivery cannot be guaranteed and standard price will apply.**

EXHIBITION / EVENT INFORMATION							
Exhibition / Event Name				Date			
Hall No. *		Stand No. *		Stand Name			
INVOICING DETAILS							
Please indicate invoice currency preference: <input type="checkbox"/> AED <input type="checkbox"/> USD							
Tax Registration No.							
First Name							
Last Name							
Company Name							
Company Address							
City							
Country		Contact No.		Postal Code			
Email Address							
On-site Contact Name			On-site Contact No.				
MINIMUM GUARANTEED AVAILABLE RIGGING POINT HEIGHTS IN VENUE HALLS (HOOK HEIGHTS) FROM VENUE FLOOR LEVEL				STANDARD		REQUESTED	
Exhibition Halls 1 to 11				7,000 mm		8,500 mm	
Exhibition Hall 12				10,000 mm		12,000 mm	

**MAXIMUM WEIGHT LOADING PER POINT IS 500KG**

**For Banner production, branding & printing enquiries please e-mail: [adnecservices@adnec.ae](mailto:adnecservices@adnec.ae)**

DESCRIPTION	STANDARD			REQUESTED			TOTAL AMOUNT (AED)
	EARLY BIRD PRICE	STANDARD PRICE	QUANTITY	EARLY BIRD PRICE	STANDARD PRICE	QUANTITY	
Roof Point (excludes install of third party hoists)	1545.00	1875.00		1765.00	2120.00		
Roof Point with Manual Hoist (pre-attached)	1875.00	2205.00		2040.00	2450.00		
Roof Point with Electric Chain Hoist (pre-attached c/w cables + controls)	2205.00	2650.00		2315.00	2780.00		
Install of Lightweight P.V.C. Banner up to 6m wide (less than 10kg)	1875.00	2250.00					
Exhibition Lighting	120.00	140.00					
Modular Truss System (30x30) + 20% for the black truss	130.00	156.00					
Modular Truss System (40x40) + 20% for the black truss	150.00	180.00					
Circular Truss (8mtrs)	7000.00	8400.00					
Circular Truss (6mtrs)	5000.00	6000.00					
Circular Truss (4mtrs)	3500.00	4200.00					
Drapes (Black) Hall 1-11 inclusive of installation and removal)	295.00	350.00					
Drapes (Black) Hall 12 (inclusive of installation and removal)	380.00	460.00					
Note: 50% additional surcharge for on-site orders and changes.							
<b>GRAND TOTAL (AED) :</b>							

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## **TERMS & CONDITIONS:**

### **1. Rigging Plans:**

- a. All orders for rigging must follow the required guidelines and be submitted with a clear and precise rigging plan at the time of ordering. Any changes required due to incorrect rigging plans will be subject to a surcharge.
- b. All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
- c. All rigging must be within the perimeter of the stand.
- d. The exact weight of each rigging point must be detailed in kilograms in addition to the total weight in kilograms of the overall structure to be rigged / suspended. Any single rigging point load above 500kg is subject to Venue approval.
- e. The type of structure or banner material must be detailed along with the metric width, height and length.
- f. The stand orientation must be detailed by showing the location of the main entrance and by the stands or walls on the other neighboring three sides.
- g. The height from the floor to the bottom of the structure or banner when fully suspended must be shown using metric measurements.

### **2. Banners:**

- a. All banners must be supplied with poles in vinyl welded or sewn sleeves.
- b. All banners must be delivered two days prior to the build-up of the event. Delivery should be made to ADNEC, Saturday to Thursday 08:00 until 17:00 hours.
- c. All banners will be disposed of immediately after the last day of break-down unless requested.
- d. ADNEC Services are not liable for the loss and/or damage to banners during transportation, storage, installation and de-rig.

### **3. Installation:**

- a. ADNEC Services rigging hours are Saturday to Thursday 08:00 until 17:00. Any request outside these hours is subject to availability and additional cost.
- b. Rigging not ready for completion by 17:00 on the last day of build-up will be the responsibility of the contractor.
- c. Any damage to ADNEC Services equipment by third party contractors will be charged.

### **4. Health and Safety:**

- a. ADNEC Services Rigging Team is not liable for secondary rigging installed by third party contractors.
- b. During build-up, gangways must be kept clear to allow access by the rigging team.
- c. No stand structure is allowed to be attached to ADNEC ceiling as either a precautionary or additional safety measure. Ground mounted stand structures shall be so designated and constructed to be fully self-supporting.
- d. A copy of a valid hoist inspection certificate must be provided to ADNEC Services prior to installation of any hoist supplied by a third party contractor.
- e. Any structure requiring more than 4 hoists for a single lift, must use electric chain hoists.

- ADNEC Services holds the exclusive right to all primary rigging services within ADNEC.
- All rigging orders must be paid in full at the time of ordering. All costs are inclusive of installation and removal.
- All prices, costs and charges are inclusive of 5% Value Added Tax; VAT Rate is subject to change as per UAE Law.
- All orders must be paid 15 days before the event; standard price will apply for any unpaid orders 14 days before the event.
- All orders received after deadline date will be subject to availability of the item and standard price will apply.
- Items will not be supplied unless payment is received.
- Cancellation or amendments to confirmed and paid orders are not permitted.
- Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. ***Please ensure that any changes to the stand number or exhibiting company name are communicated to [adnecservices@adnec.ae](mailto:adnecservices@adnec.ae)***

