

# ADNEC VENUE ORDER FORM 2024 ENTERTAINMENT 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.	
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.)			

## PERMIT INFORMATION

Band Name								
Number of Band Members								
Occupation	<input type="checkbox"/> Dancer	<input type="checkbox"/> Piano Player	<input type="checkbox"/> Guitar Player	<input type="checkbox"/> Oud Player	<input type="checkbox"/> Sinewy Instrument Player	<input type="checkbox"/> Singer	<input type="checkbox"/> DJ	<input type="checkbox"/> Other
Event Location								
Event Date								
Event Timings								
Estimated Attendees								
Is this a ticketed event?	<input type="checkbox"/> Yes		<input type="checkbox"/> No					
Do you have entertainers under the age of 21?	<input type="checkbox"/> Yes		<input type="checkbox"/> No					
If yes, please provide Underage Letter								

SERVICE DESCRIPTION	Rate per Permit (AED)	Number of Permit/Entertainer	Total (AED)
Entertainment Permit	1,216		
Each Entertainer	811		
TOTAL (AED)			

All prices are inclusive of 5% VAT.

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## PERMIT REQUIREMENTS

1. Entertainment Permit Form
2. Agreement Contract
3. Passport Copy of all participants (colored)
4. Visa Copy (if applicable)
5. Scanned passport photo of all participants (white background)
6. Description of the event with date and time
7. Emirates ID copy front and back (if applicable)
8. Undertaking Letter from the organiser, committing to DCT guidelines in case alcohol will be served at the event.

## TERMS AND CONDITIONS

- The deadline for submission of Entertainment Order Form will be prior to 14 working days from start date of the event.
- Orders received after the above-mentioned deadline cannot be guaranteed of the service being provided.
- Permit will not be processed until full payment is received by ADNEC.
- Permits are subject to Department of Culture and Tourism regulations and UAE Government laws. ADNEC is not responsible for any delays or rejection of any permits.
- We need a minimum of 5 working days to obtain the permit from Department of Culture and Tourism
- Should there be any changes to procedures in the Department of Culture and Tourism the same shall be conveyed to the client.
- No refund will be made under any circumstances once the permit is issued.

## ADNEC BANKING DETAILS

- Please complete this Form and submit it to Government Services ([government.services@adnec.ae](mailto:government.services@adnec.ae)); Customer Services ([customer.services@adnec.ae](mailto: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](mailto:receivables@adnec.ae)); Government Services ([government.services@adnec.ae](mailto:government.services@adnec.ae)); Customer Services ([customer.services@adnec.ae](mailto: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](mailto:receivables@adnec.ae)); Government Services ([government.services@adnec.ae](mailto:government.services@adnec.ae)); Customer Services ([customer.services@adnec.ae](mailto: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](mailto: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 \_\_\_\_\_