



EXHIBITOR DETAILS		
Company/ Stand Name:		
Hall No.	Stand No.	Date:
Contact Name	Job Title	
CONTRACTOR DETAILS		
Company Name		
Company Address		
TRN No:		
Contact Name	Mobile	
Email:		
City	Postal Code	Country

RETURN DETAILS	
APPLICATION DEADLINE 09 December 2024	
Email	Wfes.design-submissions@blg-events.com
Print	Submit

Stand Design Submission Details

Please send the following details by e-mail in AutoCAD or PDF formats to the address above.

1. 3D Visual Concept (perspective)
2. Full set of Drawing with dimensions.
3. Sectional drawing if necessary
4. Materials specification
5. Method Statement
6. Rigging & banner features

Exhibitors who are building Complex Structure stands (**structures over 4 meters in height, double storey stands, raised platforms and certain suspended items**) please complete **FORM 7B – Complex Structure Submission and Form 7C - Complex Structure Certificate of Integrity form***.

* Any complex structure(s) review / inspection by ADNEC Structural Engineer an amount of **AED 3,000** shall be charged for each submission , a 50% surcharge will be levied for each incomplete or late submission of complex structures.

Fees to review / inspect Complex Structure *	AED 3,000
VAT 5%	AED 150
Grand total	AED 3,150

Payment Options:

100% payment of total amount must be made upon submitting Form 7A by cheque, bank transfer, or Credit Card net of charges made out to Reed Exhibitions FZ LLC.

Option 1 - Cheque:

A current dated UAE Dirham cheque favoring **Reed Exhibitions FZ LLC** and based on above calculation should be issued by the exhibitor or its local contractor

Option 2 – Bank Transfer:

Beneficiary name:	Reed Exhibitions FZ LLC	SWIFT Code:	CITIAEAD
Bank name & address:	CITI BANK N.A, Abu Dhabi, UAE	IBAN:	AE13021 1000 0001 0043 1025

Option 3 - Credit Card:

If you prefer to use a credit card to make a payment, submit the following details so we can share the payment link via e-mail.

Exchange rate: AED 3.6725= 1USD

Company:

Contact Person: (same as Cardholder Name)

Contact Number:

Email address:



All space only stand designs must be reviewed by the Organizers the venue's Health and Safety Department before exhibitors and its contractors will be allowed access to the site and permitted to commence build.

Stand Contractor Details

Name of Contractor	
Contact Person	
Tel No.	
Mobile No.	
Email	

Health & Safety Officer's Name	
Tel No.	
Email	

Build-up Schedule

Estimated time of arrival on-site	
Estimated completion time	