

## Early/Late Access Request Form

EXHIBITOR DETAILS		
Stand Name		
Hall No.	Stand No.	Date:
Contact Name	Job Title:	
INVOICING BILLING DETAILS		
Company Name		
Company Address		
City	Country	TRN:
Direct No.	Mobile No.	Email Address:
On-site Contact Name	On-site Contact Number (Mobile No.)	

RETURN DETAILS	
<b>Please submit ASAP or BEFORE 15th DECEMBER 2024</b> <b>Additional build up are subject to availability of the hall and approval from ADNEC</b>	
Tel:	+971 50 616 8926
Email:	oliver.pensulo2@rxglobal.com

Early Access Date (Pls. tick required date)	Start time	End time	Total Hours	Stand No.	Hall No.	Rental Cost	Total Cost
EARLY ACCESS							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/> 08 January, Thu	08:00	07:59	24				
<input type="checkbox"/> 09 January, Thu	08:00	07:59	24				
<input type="checkbox"/> 10 January, Thu	08:00	07:59	24				
LATE ACCESS							
<input type="checkbox"/> 11 January, Sat	20:00	07:59	12			AED 25,200	
<input type="checkbox"/> 11 January, Sat	20:00	01:59	6			AED 12,600	
<input type="checkbox"/> 12 January, Sun	20:00	07:59	12			AED 25,200	
<input type="checkbox"/> 12 January, Sun	20:00	01:59	6			AED 12,600	
						Sub Total	
						5% Vat	
						Total	

### Notes:

- Applicability:** This request applies only to individual space-only stands. Separate requests are required for multiple stand locations.
- Rates and Deadlines:** All rates are fixed and will be divided equally among the stands based on the number of confirmed requests per hall per day for EARLY ACCESS. This is applicable only to those who book by December 15th. After this deadline, the cost per hall will be the last available rate as of December 15th, plus an additional 20% for EARLY ACCESS.
- Additional Build-up Days:** Requests for additional build-up days are subject to hall availability and ADNEC approval.
- Invoicing and Payment:** An invoice with the final cost will be sent to the provided invoicing address on December 15, 2024, after all requests have been collected. Payment details will be provided with the invoice. Early and late access fees must be paid immediately upon receipt of the tax invoice. Access to the halls will not be permitted until payment is made.
- Cost Adjustments:** If an exhibitor or contractor sharing the hall rent cost cancels their request, additional costs may apply to the remaining exhibitors.
- Cancellation Fees:** If a confirmed booking is canceled by the client, a cancellation fee of 100% of the contracted amount will apply.
- Stand Design Approval:** Ensure that your stand designs are pre-approved by the venue before commencing any work.  
For stand design submissions, contact [wfes.design-submissions@blg-events.com](mailto:wfes.design-submissions@blg-events.com).
- Official Build-up Schedule:**

	From	To
Saturday, January 11, 2025	08:00	20:00
Sunday, January 12, 2025	08:00	20:00
Sunday, January 13, 2025	08:00	20:00

- Official Breakdown Schedule:** The breakdown will occur from 18:00hrs on January 16 to 17:00hrs on January 17, 2025.  
This schedule must be strictly followed. Requests for extensions will not be entertained.

Company Stamp

Signature