

# ADNEC VENUE ORDER FORM 2024

## STATIC SECURITY (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 <input type="checkbox"/>
First Name			Last Name		
Job Title					
Company Name					
Company Address					
City		Postal Code		Country	
Direct No.		Mobile No.			
Email Address					
TRN (Tax Registration No.)					

All prices are inclusive of 5% VAT.

Security Manning Services	Early Bird Price (AED) (Before 14 days from event date)	Standard Price (AED) (Within 14 days or less)	Total Hours	Total (AED)
Static Male Security Guard	97	116		
Static Female Security Guard	97	116		
Bouncer	139	174		
			<b>Subtotal</b>	
Please note: A minimum of 8 hours is chargeable for each security manning request per day.				

Other Services	Qty.	Early Bird Price (AED) (Before 14 days from event date)	Standard Price (AED) (Within 14 days or less)	Total (AED)
Rental of Tensator Barriers (Duration of Event) (H:95cm W:2m)		67	80	
Rental of Metal Barrier (Duration of Event) (H:1m W:2.6m)		67	80	
			<b>Subtotal</b>	
			<b>TOTAL</b>	

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### Please note:

- All orders will be subject to availability.
- Static Security Guards – 24-hour services can be provided as per your requirement.
- Abu Dhabi National Exhibition Company has the exclusive rights for security services inside the halls.
- The Static Security Guard is not part of the hall's rental services.

### REQUIREMENTS

Date	Day	Type of Manning Service	StartTime	End Time	No. of Guards	No. of Hours	Total Hours
<b>TOTAL MANHOURS</b>							

### 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 \_\_\_\_\_