

**STAND CLEANING ORDER FORM 2018**

To be filled and returned to [customer.services@adnec.ae](mailto:customer.services@adnec.ae)

Tel: +971 (0) 2 406 3666 | Fax: +971 (0) 2 449 9770 | Abu Dhabi National Exhibitions Company

**DEADLINE 20 days prior to event setup day**

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.		Fax No.		
Email address						
On-site Contact Name			On-site Contact No.			
INVOICING / BILLING CONTACT DETAILS <small>Same As Above</small>						
Company Name						
Company Address						
City		Postal Code		Country		
Direct No.		Mobile No.		Fax No.		
E-mail address						
<ul style="list-style-type: none"> <li>Orders received 14 days prior to event will be subject to availability.</li> <li>Any orders received after this time can not be guaranteed.</li> <li>All prices are inclusive of %5 VAT</li> </ul>						
<p><b>NOTE: The charges for cleaning space only stands is based on a flat rate of AED 33.60 x total square metres of stand space for the complete open period of the event.</b></p>						
Cleaning Service for Space Only Stand	Early Bird Price (AED) (Before 14 days from event date)	Standard Price (AED) (Within 14 days or less)	Area (square metres)	Total AED		
Space only stand (Total ground level square metres)	33.60	39.90				
Space only stand (Total first floor square metres)	33.60	39.90				
				<b>Subtotal</b>		
Valet Cleaning Services	Early Bird Price (AED) (Before 14 days from event date)	Standard Price (AED) (Within 14 days or less)	No. of hours	No. of Staff	No. of days	Total AED
Cleaning attendant during show hours (No. of Staff x total hours x days x AED 33.60) <b>(This request can only be applied with cleaning request for space).</b> Please note: Minimum of 8 hours is charge-able for each request per day	33.60	39.90				
				<b>Subtotal</b>		
				<b>Grand Total</b>		

Please indicate invoice currency preference:

AED  USD

- Shell Scheme stands below 18 m<sup>2</sup> will not be charged for Cleaning services.
- Stand Cleaning includes vacuuming or wet mopping of floors; dusting of counter tops and furniture; emptying of bins, cleaning of walls, glass and partitions (except exhibits)
- All cleaning is carried out at night, not during the exhibition open hours to ensure the stands are ready prior to the opening of the exhibition. It will be performed on the night before the opening day of the event and each night thereafter.
- Double decker stands will be charged on the total floor space per m<sup>2</sup>.
- The role of the Stand-by Cleaner is to ensure that your stand is kept clean and presentable at all times and free from the accumulation of waste.
- ADNEC Cleaning department cannot be held liable for any loss or damage related to the cleaning of the exhibition stand.
- ADNEC Cleaning department does not supply cleaning materials to exhibitors or their contractors.
- In order to guarantee quality of service, exhibition stands must be clear of all contractors' work and materials by midnight on the last day of build-up.
- Disposal of catering waste is not the responsibility of ADNEC Cleaning services

TIMINGS FOR VALET SERVICES (Optional)						
Date	Day	Start Time	End time	No. of Staff	No of hours	Total hours

**NOTES**

Please complete and return the order form to the above email address. An invoice will be dispatched in return .Orders will be Valid only with full remittance.

**BANK TRANSFER** Payment net of bank charges, should be made in favour of Abu Dhabi National Exhibition Company to the following account. Please allow 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 Exhibitions Company  
Bank Name: National Bank of Abu Dhabi  
Account No: 0157608025  
IBAN No: AE61035000000157608025  
Swift Code: NBADAEAAKHF

**USD** Account Name: Abu Dhabi National Exhibitions Company  
Bank Name: National Bank of Abu Dhabi  
Account No: 6201782778  
IBAN No: AE560350000006201782778  
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 post dated 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

**THIS PRICE LIST IS VALID FOR THE PERIOD 1 JANUARY - 31 DECEMBER 2018**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Company Stamp: \_\_\_\_\_