

RIGGING ORDER FORM 2017

FORM # 16

To be filled and returned to customer.services@adnec.ae

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

Form to be submitted at least 14 days prior to start of tenancy or delivery cannot be guaranteed and 20% surcharge will apply.

EXHIBITION/EVENT INFORMATION					
Event/Exhibition Name				Date	
Hall No.		Stand No.		Stand Name	
INVOICING DETAILS					
First Name					
Last Name				Job Title	
Company Name					
Company Address					
City		Postal Code		Country	
Direct No.		Mobile No.		Fax No.	
E-mail address					
On-site Contact Name				On-site contact No.	

MINIMUM GUARANTEED AVAILABLE RIGGING POINT HEIGHTS IN VENUE HALLS (HOOK HEIGHTS) FROM VENUE FLOOR LEVEL	STANDARD	REQUESTED
Exhibition Halls 1 to 11	7,000 mm	8,500 mm
Exhibition Hall 12	10,000 mm	12,000 mm

DESCRIPTION	STANDARD		REQUESTED		TOTAL AMOUNT (AED)
	UNIT PRICE	QUANTITY	UNIT PRICE	QUANTITY	
Roof Point (excludes install of third party hoists)	1,350.00		1,600.00		
Roof Point with Manual Hoist (pre-attached)	1,620.00		1,850.00		
Roof Point with Electric Chain Hoist (pre-attached c/w cables + controls)	1,915.00		2,100.00		
Modular Truss System	POA		N/A	N/A	
Exhibition Lighting	POA				
Install of Lightweight P.V.C. Banner up to 6m wide (less than 10kg.)	1,610.00				
Sub-total:					
Plus: 20% surcharge (if applicable)					
Grand total (AED):					

CONDITIONS OF SALE:**1 Rigging Plans:**

- a. All orders for rigging must follow the required guidelines and be submitted with a clear and precise rigging plan at the time of ordering. Any changes required due to incorrect rigging plans will be subject to a surcharge.
- b. All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
- c. All rigging must be within the perimeter of the stand.
- d. The exact weight of each rigging point must be detailed in kilograms in addition to the total weight in kilograms of the overall structure to be rigged/ suspended.
- e. The type of structure or banner material must be detailed along with the metric width, height and length.
- f. The stand orientation must be detailed by showing the location of the main entrance and by the stands or walls on the other neighboring three sides.
- g. The height from the floor to the bottom of the structure or banner when fully suspended must be shown using metric measurements.

2 Banners:

- a. All banners must be supplied with poles in vinyl welded or sewn sleeves.
- b. All banners must be delivered two days prior to the build-up of the event. Delivery should be made to ADNEC, Saturday to Thursday 08:00 until 17:00 hours.
- c. All banners will be disposed of immediately after the last day of break-down unless requested.
- d. ADNEC Services are not liable for the loss and/or damage to banners during transportation, storage, installation and de-rig.

3 Installation:

- a. ADNEC Services rigging hours are Saturday to Thursday 08:00 until 17:00. Any request outside these hours is subject to availability and additional cost.
- b. Rigging not ready for completion by 17:00 on the last day of build-up will be the responsibility of the contractor.
- c. Any damage to ADNEC Services equipment by third party contractors will be charged.

4 Health and Safety:

- a. ADNEC Services Rigging Team is not liable for secondary rigging installed by third party contractors.
 - b. During build-up, gangways must be kept clear to allow access by the rigging team.
 - c. No stand structure is allowed to be attached to ADNEC ceiling as either a precautionary or additional safety measure. Ground mounted stand structures shall be so designed and constructed to be fully self supporting.
 - d. A copy of a valid hoist inspection certificate must be provided to ADNEC Services prior to installation of any hoist supplied by a third party contractor.
 - e. Any structure requiring more than 4 hoists for a single lift, must use electric chain hoists.
- ADNEC Services holds the exclusive right to all primary rigging services within ADNEC.
 - All rigging orders must be paid in full at the time of ordering. All costs are inclusive of installation and removal.
 - Cancellation or amendments to confirmed and paid orders are not permitted.
 - Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided.

Please ensure that any changes to the stand number or exhibiting company name are communicated to adnecservices@adnec.ae

