

STAND CLEANING ORDER FORM 2017

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

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 <input type="checkbox"/> Same As Above					
Company Name					
Company Address					
City		Postal Code		Country	
Direct No.		Mobile No.		Fax No.	
E-mail address					

- 20% Surcharge applicable for all forms submitted later than 20 days prior to open of the event.
- Any orders received after this time can not be guaranteed.

NOTE: The charges for cleaning space only stands is based on a flat rate of AED 31 x total square metres of stand space for the complete open period of the event.

Cleaning Service for Space Only Stand	Rate	Area (square metres)	Total AED
Space only stand (Total ground level square metres)	31.00		
Space only stand (Total first floor square metres)	31.00		
Subtotal			

Valet Cleaning Services	Rate / Hour	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 31) (This request can only be applied with cleaning request for space). Please note: Minimum of 8 hours is chargeable for each request per day	31.00				
Subtotal					
Plus 20% Surcharge (if applicable)					
Grand Total					

- Shell Scheme stands below 18 m² 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 m².
- 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.

Cheque & Bank Draft - **Abu Dhabi National Exhibitions Company P.O Box - 5546 Abu Dhabi UAE**

Bank Transfers should be made in favour of Abu Dhabi National Exhibitions Company, net of bank charges through the following account:

National Bank of Abu Dhabi -Account No -0157608025 Swift Code-NBADAEAAKHF

IBAN NO - AE61035000000157608025

THIS PRICE LIST IS VALID FOR THE PERIOD 1 JANUARY - 31 DECEMBER 2017

Signature: _____ Date: _____ Company Stamp: _____