



Fill & Return
media@adnec.ae

Tel +971 (0) 2 406 3808

P.O. Box 5546 Abu Dhabi

ORGANISER DETAILS:

Exhibition / Event Name: _____

Date: _____

ORDER CONTACT DETAILS:

Abstract Number: _____

Full Name: _____

Job Title: _____

Company Name: _____

Company Address: _____

City: _____

Postal Code: _____

Country: _____

Contact No. _____

Email Address: _____

On-site Contact Name: _____

On-site Contact No. _____

** It is important to review TERMS AND CONDITIONS attached on this order form before submitting your order.*

INVOICE BILLING DETAILS:

Tax Registration No: _____

Same As Above ☐

Full Name: _____

Job Title: _____

Company Name: _____

Company Address: _____

City: _____

Postal Code: _____

Country: _____

Contact No. _____

Email Address: _____

TERMS & CONDITIONS

1. No Brands may be promoted under this Agreement except the Brand.
2. All artwork submitted to ADNEC Services under this Agreement is subject to ADNEC approval which shall be final and binding.
3. The Buyer shall submit to ADNEC Customer Service at least 2 hours before the delivery. Acceptance by ADNEC Services of Buyer Media after this deadline shall be at ADNEC Services' absolute discretion and payment of an additional charge of 20% of the Total Price.
4. No Physical Media will be delivered until the Total Price is received by ADNEC Services in full.
5. If the Buyer requests any changes to the Buyer Media (in whole or in part) following submission to ADNEC Services, acceptance of such changes by ADNEC Services shall be at ADNEC Services' absolute discretion and shall be subject to payment of such additional charges (if any) as ADNEC Services confirms in writing to the Buyer for the Buyer's acceptance.
6. The Buyer is responsible for ensuring that the Buyer Media complies with all applicable laws, rules and regulations and the moral, religious, social and cultural norms and values of the Emirate of Abu Dhabi, UAE. ADNEC Services reserves the right, at its absolute discretion, to remove or refuse to install any Buyer Media which, in ADNEC's absolute discretion, does not comply with any provision of this Agreement (including this provision).
7. The Buyer is responsible for the suitability and accuracy of the Buyer Media and any specification, design, artwork, graphic or instruction it provides to ADNEC Services in respect of the Buyer Media.
8. The Buyer shall supply the Buyer Media in the one of the following formats. If the Buyer supplies the Buyer Media in formats other than those specified below, ADNEC Services reserves the right to charge a reasonable fee for the additional time spent in administrating such formats. Buyer Media will only be returned on request provided such request is received within 7 (seven) days of the last day of the Event.

MEDIA FORMATS

1. Files should be in EPS, PDF, or AI formats.
2. All text/copy must be outlined or converted to paths.
3. If there are any links, please ensure that they are embedded and/or in the highest possible resolution.

ADOBE Photoshop File

1. Files should be in PSD, TIF, or EPS formats.
2. File size should be at least 100MB or file in percentage size (i.e. 10%) must have 300 dpi or more in resolution.
(iii) Actual size (i.e. %100) but with 30dpi or more in resolution

CANCELLATION POLICY

Cancellation of confirmed orders will incur 100% cancellation charge from the amount of the invoice.

Description	Standard Price	QTY	Total Amount
Poster	\$28.35 inclusive of VAT per poster		
Grand total			

ALL PAYMENTS MUST BE MADE PRIOR TO WORKS COMMENCING

Abu Dhabi National Exhibitions Company is (100%) Holding Company of ADNEC SERVICES LLC

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

Name

Date

Signature



Fill & Return

media@adnec.ae

CREDIT CARD AUTHORIZATION FORM

To be returned by via e-mail to:

ADNEC Services LLC
P.O.Box 5546, Abu Dhabi - UAE

Contact: Finance Department

Tel: + 971 02 4063813

Fax: + 971 02 4499770

Email: adnecservices@adnec.ae

☐ I hereby give ADNEC SERVICES LLC my personal permission for the following credit card guarantee and pay for:

Name /Reference: _____

Amount to be Charged: _____

Type of Credit Card: ☐ Visa Card ☐ Master Card

My Credit Card No. is: _____

Issue Date: _____

Expiry Date: _____

Signature: _____ Date: _____

Name of Credit Card Holder as it Appears on the card: _____

Company name: _____

Full Address: _____

Tel/ Fax # : _____

Email Address: _____

Payment Details: _____