

Exhibitor Services Order Form

Event Services



Exhibitor Details: Successful delivery of this order is dependent on the correct event and contact details being provided:

Exhibition Name		Deadline Date	14 Days before move-in
Exhibition Stand Name		Stand No.	
Company Name		Contact Name	
Contact Details	E-Mail	Contact Number	
Billing Address			

Any changes to event and contact details shall be communicated to: exhibitorservices@omanconvention.com

Loading Dock Services								
Item Description	Qty	Price OMR	Per U/M	Start Date	End Date	Time	Days	Total OMR
				DD/MM/YY	DD/MM/YY	00h00	00	000.00
Porter 15 min		2.500	ea/15min					
Porter 30 min		5.000	ea/30min					
Porter 60 min		10.000	ea/60min					
Porter 90 min		15.000	ea/90min					

Setup Services								
Item Description	Qty	Price OMR	Per U/M	Start Date	End Date	Time	Days	Total OMR
				DD/MM/YY	DD/MM/YY	00h00	00	000.00
Conference Chair		5.000	Each/Event					
Cocktail Table short		5.000	Each/Event					
Cocktail Table Tall		5.000	Each/Event					
6ft Table 45cm(W)		10.000	Each/Event					
6ft Table 60cm(W)		10.000	Each/Event					

- The most frequently requested services are listed. Pricing is valid from 01 January – 31 December 2018.	Sub Total	OMR	
- Service order forms received before the deadline date shall result in a 5% discount in the listed price.	Early Price	- 5% OMR	
- Service order forms received on the 1 st day of Move In shall result in a 20% increase in the listed price.	Late Price	+ 20% OMR	
- Incomplete service order forms shall delay processing to finality. Full payment is required upon submission.			
- To explore further possibilities connect with: exhibitorservices@omanconvention.com	Grand Total	OMR	

Payment: All payments shall be in Omani Rials (OMR) and be received in advance. Choose from two payment options:

Payment Option 1: Electronic Funds Transfer (EFT)	Transfer total amount due to:
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Bank Account Name: Oman Tourism Development Company SAOC (Omran OCEC Operation)

Bank Name: Bank Muscat

Bank Account Number: 0423008860360095

Swift Code:

BMUSOMRX

Kindly email Proof of Payment – Bank Transfer Confirmation/Remittance to exhibitorservices@omanconvention.com. Quote: **Exhibition Name & Stand Number as the Reference.**

Terms and Conditions:	
<ul style="list-style-type: none"> - All services are subject to availability, and shall be considered confirmed and only be delivered upon full payment. - All equipment and furniture remain OCEC property unless otherwise specified and shall be installed and removed by authorised OCEC staff only. 	<ul style="list-style-type: none"> - All OCEC equipment and furniture shall remain within the OCEC and be returned in the same condition as delivered. Any damages or loss thereof shall be charged. - Cancellation of services shall be made within 48 hours of the scheduled delivery date; cancellation thereafter shall incur a cancellation fee up to full price. - Claims/Disputes shall only be considered prior to an events close.

Thank you for your business!

Return this service order form to: OCEC Exhibitor Services | Email: exhibitorservices@omanconvention.com | Fax: 968 2413 0701