

# Exhibitor Services OrderForm





## Exhibition Furniture & Equipment



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

<b>Exhibition Name</b>		<b>Deadline Date</b>	<b>14 Days before move-in</b>
<b>Exhibition Stand Name</b>		<b>Stand No.</b>	
<b>Company Name</b>		<b>Contact Name</b>	
<b>Contact Details</b>	<b>E-Mail</b>	<b>Contact Numbers</b>	
<b>Billing Address</b>		<b>Mobile</b>	
		<b>Office</b>	

Any changes to event and contact details shall be communicated to: [exhibitorservices@omanconvention.com](mailto:exhibitorservices@omanconvention.com)

Item Description	Qty	Price OMR	Per U/M	Total OMR
 <p><b>Showcase Half Size</b> Dimensions: 1m (H) x 1m (L) x 0.5m (W)</p>		19.000	Each/Event	
 <p><b>Showcase Half Size Full Glass</b> Dimensions: 1m (H) x 1m (L) x 0.5m (W)</p>		23.000	Each/Event	
 <p><b>Showcase Full Size Glass</b> Dimensions: 2.2 m (H) x 1m (L) x 0.5m (W)</p>		44.000	Each/Event	
 <p><b>Counter with Door</b> Dimensions: 1m (H) x 1m (L) x 0.5m (W)</p>		19.000	Each/Event	

**Thank you for your business!**





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Item Description	Qty	Price OMR	Per U/M	Total OMR
 <p><b>Rack Magazine</b> A4   4 Pockets</p>		10.000	Each/Event	
 <p><b>Shell Scheme 1m Shelf</b> 1m (L) x 30cm (W)</p>		4.000	Each/Event	
 <p><b>Shell Scheme 3m Shelf</b> 3m (L) x 30cm (W)</p>		10.000	Each/Event	
 <p><b>Shell Scheme Table</b> 80cm x 80cm</p>		5.000	Each/Event	

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	<b>Table Set Exhibitor</b> 1 x Table 2 x Conference Chairs		10.000	Each/Event	
	<b>Shell Scheme Chair</b>		4.000	Each/Event	
	<b>Shell Scheme Spotlight</b>		5.000	Each/Event	

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

**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:

**Bank Account Name:** Oman Tourism Development Company SAOC (Oman 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](mailto:exhibitorservices@omanconvention.com). Quote: **Exhibition name and stand number as the reference.**

**Terms and Conditions:**

- 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.

- 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](mailto:exhibitorservices@omanconvention.com) | Fax: 968 2413 0701**