

# Exhibitor Services Order Form

## Information Technology (IT) Services



**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 Number</b>	
<b>Billing Address</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
Desktop PC		60.000	Each/Event	
Internet via LAN Network Port (2Mb)		10.000	Each/Event	
Internet via LAN Network Port (4Mb)		20.000	Each/Event	
Internet via LAN Network Port (10Mb)		40.000	Each/Event	
Internet via LAN Network Port (50Mb)		240.000	Each/Event	
Internet via LAN Network Port (100Mb)		444.000	Each/Event	
Internet via LAN Network Port (200Mb)		888.000	Each/Event	
Internet via LAN Network Port (500Mb)		1200.000	Each/Event	
Internet via LAN Network Port (1GB)		1800.000	Each/Event	
Telephone Line with Standard Handset		10.000	Each/Event	
Telephone Line with Conference Phone		13.000	Each/Event	
Telephone Line – Analogue (line only)		13.000	Each/Event	
Network Switch		33.000	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>	

- Telephone call charges shall be calculated daily at prevailing Omantel rates and charged accordingly.
- Additional bandwidth options are available along with custom IT networking configuration and products. Details on application.
- All services shall be activated and available for use on the first day of the event open period. If services are required during build-up and/or breakdown periods then additional charges may apply.

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

<b>Payment Option 1: Electronic Funds Transfer (EFT)</b>	Transfer total amount due to:
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**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.**

<b>Terms and Conditions:</b>	
<ul style="list-style-type: none"> <li>- All services are subject to availability, and shall be considered confirmed and only be delivered upon full payment.</li> <li>- All equipment and furniture remain OCEC property unless otherwise specified and shall be installed and removed by authorised OCEC staff only.</li> </ul>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- Claims/Disputes shall only be considered prior to an events close.</li> </ul>

**Thank you for your business!**