

# Exhibitor Services Order Form

## Building Services

OMAN CONVENTION  
& EXHIBITION CENTRE  
مركز عُمان للمؤتمرات والمعارض



**Exhibitor Details:** Successful delivery of this order is dependent on the correct event and contact details being provided. Any changes to event and contact details shall be communicated to: [exhibitorservices@ocec.om](mailto:exhibitorservices@ocec.om)

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

Item Description	Qty	Price OMR	Per U/M	Total OMR
<b>EVENT HOURS</b>	<b>00</b>	<b>00.000</b>	<b>U/M</b>	<b>00000.00</b>
10 Amp Single Phase Connection		20.000	Each/Event	
13 Amp Single Phase Connection		25.000	Each/Event	
13 AMP Extension Socket Cord (without power)		5.000	Each/Event	
16 Amp Three Phase Socket (TPNE Connection)		35.000	Each/Event	
16 Amp Single Phase Connection		60.000	Each/Event	
32 Amp Single Phase Connection		55.000	Each/Event	
32 Amp Three Phase Connection (TPNE)		110.000	Each/Event	
63 Amp Three Phase Connection (TPNE)		200.000	Each/Event	
100 Amp Three Phase Connection (TPNE)		280.00	Each/Event	
125 Amp Three Phase Connection (TPNE)		320.000	Each/Event	
200 Amp Three Phase Connection (TPNE)		400.000	Each/Event	
<b>24 HOURS</b>	<b>00</b>	<b>00.000</b>	<b>U/M</b>	<b>00000.00</b>
10 Amp Single Phase Connection (24HR)		30.000	Each/Event	
13 Amp Single Phase Socket (24HR)		40.000	Each/Event	
16 Amp Single Phase Socket (24HR)		50.000	Each/Event	
16 Amp Three Phase Socket (TPNE) (24HR)		105.000	Each/Event	
32 Amp Single Phase Socket (24HR)		80.000	Each/Event	
32 Amp Three Phase Socket (TPNE) (24HR)		180.000	Each/Event	
125 Amp Three Phase Power (24HR)		440.000	Each/Event	
100 Amp Three Phase Distribution Board (DB)		60.000	Each/Event	

- OCEC shall deliver piping to a location on the stand based on the nearest service access point.
- Drainage connection must be ordered if ordering a Water Inlet connection.
- Service prices are inclusive of consumption.
- Services are subject to capacity and availability at the required location.
- Electrical services are for connection points only and do not include distribution boards.
- Consumption is inclusive for up to 5 event operational (live) days. Additional days will be charged at an extra 20% per day.
- Indicate on the stand plan where expected services are required. All connection points shall be provided from the nearest under floor access point to the required location. OCEC is not responsible for routing and/or installation of requested services on the exhibition stand.

Neighbouring Stand Name:										
Neighbouring Stand Name:										Neighbouring Stand Name:
Neighbouring Stand Name:										

### Cleaning Services

Item Description	Qty	Price OMR	Per U/M	Start Date	End Date	Time	Days	Total OMR
	00	00.000	U/M	DD/MM/YY	DD/MM/YY	00h00	00	00000.00
Exhibition Stand Cleaning		0.500	m <sup>2</sup> /Day					
Waste Bin		4.000	Each/Event					

- The most frequently requested services are listed. Pricing is valid from 01 January – 31 December 2020.
- Service order forms received before the deadline date shall result in a 5% discount in the listed price.
- Service order forms received on the 1st day of Move In shall result in a 20% increase in the listed price.
- Incomplete service order forms shall delay processing to finality. Full payment is required upon submission.
- To explore further possibilities connect with: [exhibitorservices@ocec.om](mailto:exhibitorservices@ocec.om)

<b>Sub Total OMR</b>	
<b>Early Price - 5% OMR</b>	
<b>Late Price + 20% OMR</b>	
<b>Grand Total OMR</b>	

- Exhibition stand cleaning shall be carried out after the exhibition closing hours and prior to the following morning's opening time.
- To calculate overall stand size, multiply width by length.
- Exhibition stand cleaning shall include floors, tables, chairs and general counter tops excluding exhibits or electronic devices.
- Specialist services are available on request.
- Ordered waste bins shall be emptied regularly throughout the Exhibition.

**Payment:** All payments shall be in Omani Rials (OMR) and be received in advance:

<b>Payment Option 1: Electronic Funds Transfer (EFT)</b>	Transfer total amount due to:
<b>Bank Account Name:</b>	<b>Oman Convention and Exhibition Center</b>
<b>Bank Name:</b>	<b>Sohar International - Qurum</b>
<b>Bank Account Number and Swift Code:</b>	<b>Account Num. 005020045872   Swift Code. BSHROMRU</b>

Kindly email proof of payment (Bank transfer confirmation/remittance) to: [exhibitorservices@ocec.om](mailto:exhibitorservices@ocec.om) 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@ocec.om](mailto:exhibitorservices@ocec.om) | **Fax:** +968 2413 0701 | **OCEC Exhibitor Services Order Form 2020.**