

# Exhibitor Services Order Form

## AV Production 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 or contact details shall be communicated to: [exhibitorservices@omanconvention.com](mailto:exhibitorservices@omanconvention.com)

Drapes								
Item Description	Qty	Price	Per U/M	Start Date	End Date	Time	Days	Total OMR
	00	00.000	U/M	DD/MM/YY	DD/MM/YY	00h00	00	000.00
Black Drapes Rigged up to 12m		7.000	Each/Day					
Black Drapes Rigged up to 10m		5.000	Each/Day					
White Drapes Rigged up to 12m		8.000	Each/Day					
White Drapes Rigged up to 10m		6.000	Each/Day					
Drape Support System up to 4m		3.000	Each/Day					
Curtain Track Manual		3.300	Each/Day					

Labour								
Item Description	Qty	Price	Per U/M	Start Date	End Date	Time	Days	Total OMR
	00	00.000	U/M	DD/MM/YY	DD/MM/YY	00h00	00	000.00
Lead AV Technician		150.000	Each/Day					
AV Technician		120.000	Each/Day					
Rigger		120.000	Each/Day					
Translator ( STD 2 / language)		280.000	Each/Day					

Rigging								
Item Description	Qty	Price	Per U/M	Start Date	End Date	Time	Days	Total OMR
	00	00.000	U/M	DD/MM/YY	DD/MM/YY	00h00	00	000.00
Rigging		851.000	Each/Event					
Suspension Wire 6mm Dia		40.000	ea/Instal					
Banner up to 6.0m Wide & 50Kg		80.000	ea/Instal					
Catinery Wire (Linear Mtr)		5.000	ea/Instal					
Roof Point Up to 1000Kg		90.000	ea/Install					
Electric Chain Hoists 1000Kg		30.000	Each/Day					
Manual Chain Hoists 1000Kg		20.000	Each/Day					
Aluminium Truss (Linear Mtr)		5.000	Each/Day					
Aluminium Truss Section Corner		10.000	Each/Day					
Mobile Lighting Stands		40.000	Each/Day					

Staging								
Item Description	Qty	Price	Per U/M	Start Date	End Date	Time	Days	Total OMR
	00	00.000	U/M	DD/MM/YY	DD/MM/YY	00h00	00	000.00
Stage Decks Per Sqm		3.000	Each/Day					
Stage Dressing Valance Per Mtr		1.500	Each/Day					
Stage Stairs		1.500	Each/Day					
Lectern		10.000	Each/Day					
Translation Booth		500.000	Each/Day					

Lighting								
Item Description	Qty	Price	Per U/M	Start Date	End Date	Time	Days	Total OMR
	00	00.000	U/M	DD/MM/YY	DD/MM/YY	00h00	00	000.00
Lighting		851.00	Each/Event					
LED Fresnel		20.000	Each/Day					
LED Profiles Fixed		30.000	Each/Day					

**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

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LED Profiles Zoom		25.000	Each/Day					
Automated LED RGB Pinspots		30.000	Each/Day					
LED Flood Light		15.000	Each/Day					
LED Battery Uplighters (Small)		25.000	Each/Day					
LED Battery Uplighters		30.000	Each/Day					
Fog Machine		15.000	Each/Day					
Haze Machine		30.000	Each/Day					
Lighting Control Desk (Small)		30.000	Each/Day					

Sound								
Item Description	Qty	Price	Per U/M	Start Date	End Date	Time	Days	Total OMR
	00	00.000	U/M	DD/MM/YY	DD/MM/YY	00h00	00	000.00
Powered Monitor		25.000	Each/Day					
800W Lightweight 2way Line Array		25.000	Each/Day					
800W 18" compact subwoofer		75.000	Each/Day					
Digital Mixing Console 16 Channels		50.000	Each/Day					
Minidisc Player		15.000	Each/Day					
CD/Blu Ray Player		10.000	Each/Day					
Headphones (wired)		5.000	Each/Day					
Dynamic Microphone (Wired)		10.000	Each/Day					
Condenser Microphone (wired)		10.000	Each/Day					
Dynamic Microphone (Wireless)		35.000	Each/Day					
Condenser Microphone (wireless)		35.000	Each/Day					
Lapel Microphone (Wireless)		25.000	Each/Day					
Gooseneck Microphone (Wireless)		15.000	Each/Day					
Sound		2,187.00	Each/Event					

Video								
Item Description	Qty	Price	Per U/M	Start Date	End Date	Time	Days	Total OMR
	00	00.000	U/M	DD/MM/YY	DD/MM/YY	00h00	00	000.00
Video		1,234.00	Each/Event					
LCD Monitors 20 Inch		25.000	Each/Day					
LED TV 1080p HD 32 Inch		35.000	Each/Day					
LED TV 1080p HD 46 Inch		45.000	Each/Day					
LED TV 1080p HD 65 Inch		75.000	Each/Day					
TV Floor Stand (Small)		15.000	Each/Day					
TV Floor Stand (Large)		25.000	Each/Day					
Projection Screen (Small)		10.000	Each/Day					
Projection Screen (Large)		15.000	Each/Day					
Digital Signage		80.000	Each/Day					
Projector LCD 3k		30.000	Each/Day					
Projector 1 DLP HD 6k		150.000	Each/Day					
Projector 3 DLP HD 16k		900.000	Each/Day					
Apple Mac Book		40.000	Each/Day					
Computer Hard Drive		25.000	Each/Day					
Vision Mixer/Switcher		20.000	Each/Day					
HD Camera (Large)		75.000	Each/Day					
HD Camera (Small)		50.000	Each/Day					
HD DVD Player		15.000	Each/Day					
Laser Clicker		2.000	Each/Day					

- 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 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:

**Thank you for your business!**

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### Payment Option 1: Electronic Funds Transfer (EFT)

Transfer total amount due to:

**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](mailto:exhibitorservices@omanconvention.com). Quote: **Exhibition name and stand number as the reference.**

### Payment Option 2: Credit Card Authorisation

Card Type



Hereby authorise OCEC to process payment for the defined services and agree to assume complete responsibility for all incidental charges incurred.

<b>Card Number</b>																					<b>Expiry Date</b>						
<b>Card Holder Name</b>																											
<b>Print name as it appears on card.</b>																			<b>Signature</b>								

### 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!

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