

Exhibitor Services Order Form

Building 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

Item Description	Qty	Price OMR	Per U/M	Total OMR
	00	0.000	U/M	000.00
10 Amp Single Phase Socket		20.000	Each/Event	
13 Amp Single Phase Socket		25.000	Each/Event	
16 Amp Single Phase Socket		35.000	Each/Event	
16 Amp Three Phase Socket (TPNE Connection)		60.000	Each/Event	
32 Amp Single Phase Socket		55.000	Each/Event	
32 Amp Three Phase Socket (TPNE Connection)		110.000	Each/Event	
63 Amp Three Phase Socket (TPNE Connection)		200.000	Each/Event	
100 Amp Three Phase Socket (TPNE Connection)		280.000	Each/Event	
Water Inlet Connection with Drainage		225.00	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:										

Thank you for your business!

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

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

Cleaning Services							
Item Description	Qty	Price OMR	Per U/M	Start Date	End Date	Days	Total OMR
	00	0.000	U/M	DD/MM/YY	DD/MM/YY	00	000.00
Exhibition Stand Cleaning		0.500	m ² /Day				
Waste Bin		4.000	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

- 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. 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 (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 and stand number as the reference.

Payment Option 2: Credit Card Authorisation	Card Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Hereby authorise OCEC to process payment for the defined services and agree to assume complete responsibility for all incidental charges incurred.

Card Number																					Expiry Date						
Card Holder Name																											
Print name as it appears on card.																		Signature									

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.
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Thank you for your business!