

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:

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
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.	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	

- 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:

Payment Option 1: Electronic Funds Transfer (EFT)	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. Quote: Exhibition name and stand number as the reference.

Payment Option 2: Credit Card Authorisation	Card Type	 <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								

Thank you for your business!

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OMAN CONVENTION
& EXHIBITION CENTRE
مركز عُمان للمؤتمرات والمعارض



Terms and Conditions:

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| <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!

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