

FORM NO. 11 STAND CLEANING FORM

PLEASE SEND THE COMPLETED FORM WITH THE PAYMENT INFORMATION TO:
 EMAIL: exhibitionsales@qatarconvention.com TEL.: +974 44546000 FAX: +974 44546006

BEFORE 1ST NOVEMBER 2011

Event Name : _____
 Venue/Hall : _____ Event Date : _____
 Stand Name : _____ Stand No : _____
 Onsite Contact Person : _____ Mobile : _____

Billing Address

Company : _____
 Attention : _____ Designation : _____
 Address : _____
 City : _____ Postal Code : _____
 State : _____ Country : _____
 Tel : _____ Fax : _____
 Email : _____ Mobile : _____

Stand Cleaning (per m²)

Incentive Rate: US\$0.82

Standard Rate: US\$1.10

Onsite Rate: US\$1.37

Date Required	Time Required	Stand Number	Stand Size (m ²)	US\$	Total (US\$)
TOTAL					

Notes

- Stand cleaning services are based on a daily rate of US\$1.10 per square metre (m²) per cleaning session.
- The cleaner is to be recruited exclusively for vacuuming, mopping and dusting tasks only. If additional cleaning services are required, please contact Exhibition Services for a full quotation.
- Late orders are subject to availability.
- Qatar National Convention Centre holds exclusive rights for cleaning services inside the halls. Stand cleaning is not part of cleaning services covered under the tenancy. Stand Cleaning services have to be ordered separately from QNCC Exhibition Services.

Terms and Conditions

- **INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form is received a minimum of **thirty (30) days** prior to the event move-in date.
- **STANDARD RATES** and **ONSITE RATES** will apply after the deadlines.
- **ONSITE RATES** are applicable for each on-site order.
- Notice of cancellation must be given at least fourteen (14) days before the event date, failing which your payment is non refundable and will be forfeited.
- The final reconciled invoice will be provided within fourteen (14) days after the show closing date.
- Refunds or overpayment will be processed by the Centre's Finance Department 30 days after the show closing date.
- **The above price quoted is subject to change without prior notice.**
- **Prices quoted above are in an estimated US Dollar rate against the Qatar Riyal.**
- **RATES ARE ALL INVOICED IN THE LOCAL CURRENCY QATAR RIYALS (QAR) – the QAR is pegged against the US Dollar (US\$ = QAR 3.64) at time of printing.**

Payment

- Please mark billing instruction:-
 Cash Cheque/ Bank Draft Telegraphic Transfer Credit Card
- All cheques or bank drafts are to be made out to "AEG Ogden Pty Ltd".
- Only crossed cheques issued by Qatar banks are accepted
- If payment is made by telegraphic transfer, please forward a copy of the telegraphic transaction slip via fax or email. Bank account details are as follows:-

BANKING DETAILS	
Bank : Qatar National Bank	Account Number : 0013-017818-052
Account Name : AEG Ogden Pty Ltd	Bank Address : Doha, Qatar
Swift Code : QNBAQAQA	

- If payment is made by credit card, please fax or email a **clear photocopy of the front and back of the credit card** to exhibitionsales@qatarconvention.com or **+974 4454 6006**. Failure to fulfil the above will result in unprocessed applications by both the Centre and the Card Company and your order(s) are deemed to be not valid.

CREDIT CARD PAYMENT AUTHORISATION

I _____ ID/Passport No _____, hereby authorise

AEG Ogden Pty Ltd to process authorised charges to the following credit card:-

Credit Card details as follows:-

American Express MasterCard Visa

Credit Card No :

Issue No : Expiry Date : / /

Amount (US\$) : _____ Authorised Signature : _____

For further information, please contact Exhibition Services on +974 4454 6000

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this order form	For official use only (QATAR NATIONAL CONVENTION CENTRE)
Name:	Date Received:
Signature:	
Date:	
Company Stamp:	