

FORM NO. 12 RIGGING FORM A



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

Billing Address

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

Banner Rigging (Standard Size 4000mm X 2000mm)	Incentive Rate US\$	Standard Rate US\$	Onsite Rate US\$	No. of Banner	No. of Point	Total (US\$)
< 20kg (2 Points Provided Per Banner)	<input type="checkbox"/> 110	<input type="checkbox"/> 132	<input type="checkbox"/> 158			
Additional Point Per Banner	<input type="checkbox"/> 55	<input type="checkbox"/> 66	<input type="checkbox"/> 80			
Banner Relocation Charge	N/A	N/A	<input type="checkbox"/> 55			
Structure Rigging				No of Point		Total (US\$)
20kg – 200kg (2 Points Provided)	<input type="checkbox"/> 330	<input type="checkbox"/> 396	<input type="checkbox"/> 429			
201kg – 1000kg (2 Points Provided)	<input type="checkbox"/> 385	<input type="checkbox"/> 462	<input type="checkbox"/> 500			
1001kg – 2000kg (2 Points Provided)	<input type="checkbox"/> 440	<input type="checkbox"/> 527	<input type="checkbox"/> 571			
Additional Point	<input type="checkbox"/> 82	<input type="checkbox"/> 99	<input type="checkbox"/> 107			
Equipment				Unit x Days		Total (US\$)
Hoist 500kg per Unit per Day	<input type="checkbox"/> 137	<input type="checkbox"/> 165	<input type="checkbox"/> 179			
Hoist 1000kg per Unit per Day	<input type="checkbox"/> 275	<input type="checkbox"/> 330	<input type="checkbox"/> 357			
Truss (3m) per Unit per Day	<input type="checkbox"/> 82	<input type="checkbox"/> 99	<input type="checkbox"/> 107			
TOTAL						

Please indicate the location(s) of the hanging of the banner or structure:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Exhibition Hall 3 | <input type="checkbox"/> Exhibition Hall 4 | <input type="checkbox"/> Exhibition Hall 5 | <input type="checkbox"/> Exhibition Hall 6 |
| <input type="checkbox"/> Exhibition Hall 7 | <input type="checkbox"/> Exhibition Hall 8 | <input type="checkbox"/> Exhibition Hall 9 | |
| <input type="checkbox"/> Other locations _____ | | | |

Notes

Banner Rigging

- Banners are to be installed and dismantled by the Qatar National Convention Centre.
- A banner must have hanging cables and eyelets, and lightweight metal or wood rods must be set into the top and bottom of each banner to facilitate hanging. Installation of the banner is subject to strict adherence to the above pre-conditions, failing which the Centre reserves the right to absolutely refuse installation without any further notice.
- **The order of Banner Rigging Point must be submitted with truss ceiling plots specifying the exact location(s) of the banner(s)** for the Centre's reference. If there are any specific hanging details, a 3D diagram must be submitted to the Centre.
- Rigging cost (including installation/removal and labour) as per the Centre pricing. Price is subject to increase should hire of vertical hoist be required.
- **All banners must be received at least 3 working days prior to the Event build-up date.**
- **A charge may be incurred for banners that are relocated by the Centre upon the client's request.**
- The rates quoted are for the specified Event period only.
- Banner collection is required the following day as the Centre will not accept any responsibility for loss or damage.
- For all queries regarding collection of banners, please contact **Exhibition Services**.

Structure Rigging

- The completed order form must be submitted with a **superimposed floor plan** indicating the specific location of the rigging plots/Stand/trusses and associated weights.
- A 3D photo or visual of the structure must also be submitted to the centre at centre at least **30 days** prior to the build-up date.
- The rates quoted for all the structural rigging is not inclusive of the required rigging equipment. Price is subject to increase should hire of vertical hoist be required.
- Rigging is to be installed and to be dismantled by the stand builder or the Certified Rigger of the Centre.
- Suitable safety cables must be provided by the Stand Builder.
- Please note the enclosed **Rigging Load Indemnity Form** must be duly completed, signed & submitted together with the rigging form, failing which the Centre reserves the right to refuse the build up on site.
- The rates quoted are for the duration of the Event only.
- The provision for all rigging equipment and services is subject to availability.

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 made by telegraphic transfer, please forward a copy of the telegraphic transaction slip via fax or email. Bank account details 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 AUTHORIZATION

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:	