



The prices are valid from 01 January to 31 December 2014

OPS-EP/EOF/R2/15/09/2014

FORM  
01

**AV PRODUCTION - Exhibition Service Order**

The most frequently requested services are listed in this order form. If you do not see what you require on this form, simply contact the Exhibitor Service Desk Team at [exhibitionplanning@qatarconvention.com](mailto:exhibitionplanning@qatarconvention.com)

To place orders online, kindly click on : <http://www.qatarconvention.com/ExhibitorOrders>

**EXHIBITION DETAILS**

<b>EVENT NAME:</b>	_____	<b>EXHIBITION DATE:</b>	_____
<b>HALL NO:</b>	_____	<b>STAND NAME:</b>	_____
<b>LIVE EVENT DATES:</b>	_____	<b>STAND NO:</b>	_____
	<b>TO:</b>	<b>NUMBERS EXPECTED:</b>	_____
<b>ON-SITE CONTACT NAME:</b>	_____	<b>ON-SITE CONTACT NO:</b>	_____

**ORDER CONTACT DETAILS**

<b>FIRST NAME:</b>	_____	<b>SURNAME:</b>	_____	<b>JOB TITLE:</b>	_____
<b>COMPANY NAME:</b>	_____	<b>COMPANY ADDRESS:</b>	_____		
<b>COMPANY CITY:</b>	_____	<b>POSTAL CODE:</b>	_____	<b>COUNTRY:</b>	_____
<b>DIRECT NO:</b>	_____	<b>MOBILE NO:</b>	_____		
<b>EMAIL ADDRESS:</b>	_____	<b>FAX NO:</b>	_____		

Exhibitor Services								
ITEM DESCRIPTION	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	QTY	DAYS	HALL NO	STAND NO	SUB-TOTAL QAR
2 Speaker PA System with 1X Radio Mic	<input type="radio"/> 1,750.00	<input type="radio"/> 2,350.00	<input type="radio"/> 2,650.00					
2 Speaker PA System with PlayBack	<input type="radio"/> 1,450.00	<input type="radio"/> 1,850.00	<input type="radio"/> 2,350.00					
DVD Player	<input type="radio"/> 100.00	<input type="radio"/> 120.00	<input type="radio"/> 140.00					
LCD Screen 40" with Stand	<input type="radio"/> 300.00	<input type="radio"/> 350.00	<input type="radio"/> 400.00					
LCD Screen 57" With Stand	<input type="radio"/> 850.00	<input type="radio"/> 910.00	<input type="radio"/> 975.00					
LCD Screen 85" with Stand	<input type="radio"/> 3,000.00	<input type="radio"/> 3,220.00	<input type="radio"/> 3,600.00					

**PRICING INFORMATION**

- Advance Rate is available up to 30 days before the event move in
- Standard Rate: from 29 to 10 days before the event move in
- Late Rate: 9 days and below, please check the availability of the item/service before placing an order
- Online orders is active up to three days prior to the event move in

**SERVICE INFORMATION**

- All AV Production shall be ordered through QNCC Exhibition Services 2 weeks prior to event.
- Allow at least a minimum of 3 working days for all additional requests during the exhibition.
- All additional requirements and /or changes are required to be counter signed by the exhibitor and the QNCC representative.

<b>TOTAL ITEMS ORDERED</b>	
<b>Total Amount QAR</b>	
2.5% merchant fee for credit card	
<b>GRAND TOTAL QAR</b>	

All equipment requested within 10 working days of the event is subject to availability.

FORM 01

AV PRODUCTION - Exhibition Service Order

TERMS AND CONDITIONS

- Payment in full must be rendered on all orders when order is placed Exhibitors with outstanding balances from previous exhibitions must satisfy the payment requirement or services will not be provided. Various payment options are accepted.
- An order is considered confirmed only if the payment has been completed.
- **ORDER FORMS AND FULL PAYMENT or CREDIT CARD AUTHORISATION** are to be received as per the agreed timeline mentioned in this order form.
- Cancellation of services must be made 48 hours in advance. Any cancellation made within 48 hours is subject to a cancellation fee or up to the full price of the total service order form.



- All prices are rental only. Material and equipment furnished by the QNCC for this service order shall remain QNCC property unless otherwise specified and shall be removed only by authorized QNCC staff at the move out of the event.
- The final reconciled invoice will be provided within fourteen (14) days after the show closing date.
- Claims/Refunds will not be considered unless filed in writing prior to the close of the exhibition. Please allow 15 days for processing.
- All prices are rental of the equipment only. Any other technical services/support quoted as additional charges.

Payment Instructions

Electronic Funds Transfer

Credit Card

- If payment is made by electronic transfer, please forward a copy of the transaction slip via fax or email.

<p><b>CREDIT CARD PAYMENT AUTHORISATION</b></p> <p>I duly authorise QNCC to charge my credit card:</p> <p><input type="checkbox"/> MasterCard  <input type="checkbox"/> Visa </p> <p>CARD NO: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>EXPIRY DATE: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/></p> <p>PRINT NAME AS IT APPEARS ON CARD: <input type="text"/></p> <p>SIGNATURE: <input type="text"/></p>	<p><b>BANKING DETAILS</b></p> <p>Transfer amount to:</p> <p>Account Name: Qatar Properties Holding Co.</p> <p>Bank: Qatar Islamic Bank</p> <p>Account Number: 100230199</p> <p>Swift Code: QISBQAQA</p> <p>IBAN: QA69QISB011583620020100230199</p>
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I hereby authorize the QNCC to provide the stated services and agree to assume complete responsibility for all service charges.

Authorised Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for selecting QNCC!

Please send the completed form with the payment information to:

Email: [exhibitionplanning@qatarconvention.com](mailto:exhibitionplanning@qatarconvention.com)

[www.qatarconvention.com](http://www.qatarconvention.com)

Tel: +974 4470 7429 Fax: +974 4470 7003