

ENTERTAINMENT PERMIT FORM 2023 (EXHIBITOR)

Form to be completed and returned to customer.services@adnec.ae

Tel: +971 2 406 3666

Abu Dhabi National Exhibitions Company

ADNEC

شركة أبوظبي الوطنية للمعارض
Abu Dhabi National Exhibitions Company



EXHIBITION/EVENT INFORMATION

Event/Exhibition Name		Date	
Hall No.	Stand No.	Stand Name	

ORDER CONTACT DETAILS

First Name		Last Name	
Job Title			
Company Name			
Company Address			
City	Postal Code	Country	
Direct No.	Mobile No.		
Email address			
On-site Contact Name		On-site Contact No.	

INVOICING / BILLING CONTACT DETAILS

Same As Above

First Name		Last Name	
Job Title			
Company Name			
Company Address			
City	Postal Code	Country	
Direct No.	Mobile No.		
Email address			
TRN (Tax Registration No.)			

PERMIT INFORMATION

Band Name	
Number of Band Members	
Event Location	
Event Date	
Event Timings	
Estimated Attendees	
Event Details	

- All prices are inclusive of 5% VAT

SERVICE DESCRIPTION	Rate per Permit (AED)	Number of Permits	Total
Entertainment Permit	1,158		
Each Entertainer	772		
Grand Total			

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PERMIT REQUIREMENTS:

1. Entertainment Permit Form.
2. Agreement Contract
3. Passport Copy of all participants (color)
4. Visa Copy
5. Scanned passport photo of all participants (white background)
6. Description of the event with date and time
7. Emirates ID copy front and back (if applicable)
8. Undertaking Letter from the organizer, committing to DCT guidelines in case alcohol will be served at the event
9. Proof of COVID-19 Vaccination

TERMS AND CONDITIONS:

- Deadline For Submission Of Entertainment Order Form Will Be Prior To 14 Working Days From Start Date Of The Event.
- Orders received after the above mentioned deadline cannot be guaranteed of the service being provided.
- Permit will not be processed until full payment is received by ADNEC.
- Permits are subject to Department of Culture and Tourism regulations and UAE Government laws. ADNEC is not responsible for any delays or rejection of any permits.
- We need a minimum of 5 working days to obtain the permit from Department of Culture and Tourism
- Should there be any changes to procedures by Department of Culture and Tourism the same shall be conveyed to the client.
- No refund will be made under any circumstances once the permit is issued

ADNEC BANKING DETAILS

- Please complete this Form and submit to Government Services (government.services@adnec.ae). An invoice will be dispatched in return. Orders will be considered valid only once full payment has been received. If payment has been made prior to invoicing, please send a copy of proof of payment to [Government Services \(government.services@adnec.ae\)](mailto:Government Services (government.services@adnec.ae)).
- Payment can be made by Credit Card, Bank Transfer, or company cheque.
- Email correspondence regarding payment and invoicing should be sent to ADNEC Receivables (receivables@adnec.ae); Government Services (government.services@adnec.ae) to be included in any correspondence.

PAYMENT METHOD

CREDIT CARD	On selecting this method, ADNEC Receivables will email the "Credit Card Authorization Form". This form should be filled and returned back to receivables@adnec.ae to signify the approval of processing the payment
BANK TRANSFER	Payment net of bank charges, should be made in favour of Abu Dhabi National Exhibition Company to the following account. Please allow 5 working days to ensure that the funds have cleared on time. Note that bank charges should be borne by the client.
AED	Account Name: Abu Dhabi National Exhibition Co. Bank Name: First Abu Dhabi Bank Account No: 4021003067462010 IBAN No: AE590354021003067462010 Swift Code: NBADAEAXXX
USD	Account Name: Abu Dhabi National Exhibition Co. Bank Name: First Abu Dhabi Bank Account No: 4021003067462123 IBAN No: AE150354021003067462123 Swift Code: NBADAEAXXX
COMPANY CHEQUE	This mode of payment is only applicable to companies based in UAE. Please allow 5 working days to ensure that the funds have cleared on time, and as such post dated cheques are not accepted. Please send a copy of the cheque or transmission slip for cheques deposited a day or on the day of the event. Cheque should be made payable to: Abu Dhabi National Exhibitions Company PO Box 5546, Abu Dhabi, United Arab Emirates

Name

Signature.....

THIS PRICE LIST IS VALID FOR THE PERIOD 1 JANUARY - 31 DECEMBER 2023