



QNCC is dedicated to providing quality service for all exhibitions. With a unique blend of professionalism, distinctive Arabian hospitality and innovative service delivery, we create an awe-inspiring exhibition experience.

Advance Rates Deadline: _____

Standard Rates Deadline: _____

The QNCC IT Team is the exclusive provider of IT & Telecommunications services. Arrangements for these services shall be made through this form.

On this form you will find listed the most frequently requested services for your consideration. If you do not see what you require on this form, simply contact the Exhibition Planning Team at exhibitionplanning@qatarconvention.com

EXHIBITION DETAILS

EVENT NAME:	_____	EXHIBITION DATE:	_____
HALL NO:	_____	STAND NO:	_____
LIVE EVENT DATES:	_____	STAND NAME:	_____
	_____	NUMBERS EXPECTED:	_____
ON-SITE CONTACT NAME:	_____	ON-SITE CONTACT NUMBER:	_____

ORDER CONTACT DETAILS

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

DATA SERVICES							
SPEED	WIRED INTERNET SERVICE (per event)	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
2MB	Internet via LAN Network Port	☐ 950.00	☐ 1250.00	☐ 1750.00			
4MB	Internet via LAN Network Port	☐ 1750.00	☐ 1850.00	☐ 2500.00			
8MB	Internet via LAN Network Port	☐ 2600.00	☐ 2800.00	☐ 3500.00			
Custom	Internet via LAN Network Port	☐ POA	☐ POA	☐ POA			
NETWORK SERVICES (per event)		ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
On-stand Network Cabling (Optional)		☐ POA	☐ POA	☐ POA		N/A	
Port Activation (Required if on-stand switch/hub is used)		☐ 100.00	☐ 100.00	☐ 100.00		N/A	
Custom Patching from Telecom Room to Stand (LC fiber cable will be provided at exhibition stand. Exhibitor will be responsible for configuration/media converters or terminal devices.		☐ 6000.00	☐ 6840.00	☐ 7500.00		N/A	
TELEPHONE SERVICES							
ITEM DESCRIPTION (per event)		ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
Telephone Line Connection & Handset		☐ 800.00	☐ 850.00	☐ 1200.00			
Analogue Telephone Line Connection for Fax Machine (Fax Machine not included)		☐ 700.00	☐ 750.00	☐ 950.00			
EQUIPMENT RENTAL AND CONSUMABLES							
ITEM DESCRIPTION (per day)		ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
Laptop PC (Rental)		☐ 300.00	☐ 300.00	☐ 400.00			
Printer Black/White Laser (Rental)		☐ 600.00	☐ 600.00	☐ 800.00			
Photocopier A3/A4 Color Multi-Function via USB or Network* (Print/Copy/Scan) (Rental)		☐ 1800.00	☐ 1800.00	☐ 2150.00			



ITEM DESCRIPTION (per day)	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
FOR SALE						
Network Cable 3 Metres (RJ45)	○ 50.00	○ 70.00	○ 90.00		N/A	
Network Cable 5 Metres (RJ45)	○ 70.00	○ 90.00	○ 110.00		N/A	
Network Cable 10 Metres (RJ45)	○ 90.00	○ 110.00	○ 130.00		N/A	
Network Cable 20 Metres (RJ45)	○ 130.00	○ 150.00	○ 170.00		N/A	
Network Cable 2 Metres (Fibre)	○ 140.00	○ 144.00	○ 168.00		N/A	
Network Cable 5 Metres (Fibre)	○ 144.00	○ 150.00	○ 173.00		N/A	
Network Cable 10 Metres (Fibre)	○ 150.00	○ 166.00	○ 186.00		N/A	
Network Cable 20 Metres (Fibre)	○ 166.00	○ 178.00	○ 194.00		N/A	
*Additional Services and equipment available upon request						

SERVICE INFORMATION

- All Telecommunications Services shall be ordered through QNCC Exhibition Services
- All additional requirements and /or changes are required to be counter signed by the exhibitor and the QNCC representative
- LAN Network Ports are required for each PC, Laptop, Network Printer, Server and other network based equipment
- Local Telephone lines (inclusive of handset) and Fax lines are required for each phone, fax machine, and other telephony based equipment
- Telephone call charges will be billed at the prevailing rate at the end of the event
- If appropriate, the VLAN Network configuration is to enable the creation of a private Client LAN Infrastructure within the QNCC building
- Bandwidth requirements greater than 8Mb MUST be advised 3 months prior to the event move-in date.

TOTAL ITEMS ORDERED	
*DEPOSIT (Unused deposit balances are refundable)	
TOTAL AMOUNT QAR	
2.5% merchant fee for card payment	
GRAND TOTAL QAR	

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FORM 09 **Qatar National Convention Centre**
IT & TELECOMMUNICATIONS - Exhibition Service Order



- All services will be activated and available for use on the day prior to first day of the event open period. If services are required earlier then additional charges will apply. If applicable, the required date for active services should be indicated.
- *Wired internet and network services will need to be ordered to use the Photocopier/Printer via network. Reasonable ink/toner is provided. Device comes with One (1) ream of A4 paper and half (1/2) ream of A3 paper. Exhibitor/client will be responsible for additional paper requirements.
- Data/Telephony cables will be located on the stand next to the nearest cable access point unless a stand design/layout specifying the exact communication location(s) is received by the Centre 14 days prior to the event move-in date
- No refunds will be made for services installed and not used during the event
- Late (On-site) orders are subject to access and appropriate data services availability of equipment and personnel
- QNCC is the sole provider of Internet services within QNCC. Quotations for client specific data services can be provided on request
- **Independent WiFi networks are to be setup only on 2.4GHz 802.11b/g - Channel 11 spectrum and 5.0GHz 802.11 a/ac/ax on Channel 48 to avoid interference with the venue wireless network. Failure to comply may result in the client's own WiFi network being subject to wireless interference and LAN/Internet services provided by QNCC being deactivated**

TERMS AND CONDITIONS

- Payment in full must be rendered on all orders when an 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
- **ADVANCE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** be received a minimum of thirty (30) days prior to the exhibition move-in date.
- The **ADVANCE RATES** will apply UNTIL the date advertised
- **STANDARD** and **LATE RATES** will apply after the advertised
- 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 close of Exhibition.
- 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 by an exhibitor prior to the close of the exhibition. Please allow 15 days for processing.
- Cancellation of services must be made 48 hours in advance. Any cancellation made within 48 hours is subject to cancellation fee

GRID PLAN

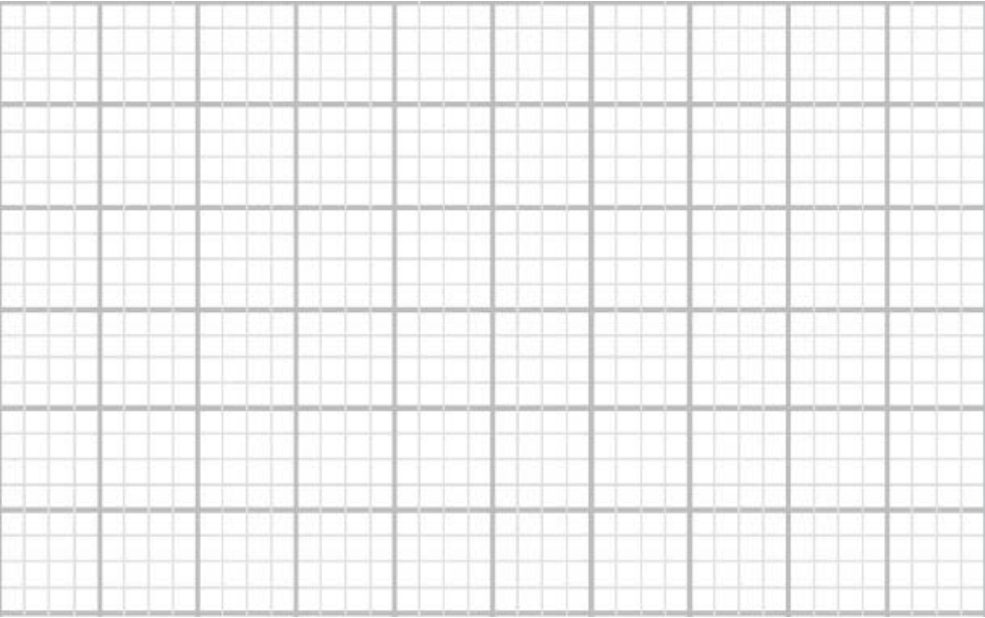
Kindly indicate on this Grid Plan the approximate internet / telephone connection layout you require for your stand. Indicate gangways and adjacent, to ensure positive identification. Use the following keys as indication:

D - Data / Internet / Computer

T - Telephone / Fax

*Grid is not to scale, please use for indication purpose only

*Show stand facing and neighboring stand numbers

Neighbouring Stand Number:	Neighbouring Stand Number:	Neighbouring Stand Number:
Neighbouring Stand Number:		Neighbouring Stand Number:
	Neighbouring Stand Number:	

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FORM 09 **Qatar National Convention Centre**
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**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.

CREDIT CARD PAYMENT AUTHORISATION

I duly authorise QNCC to charge my credit card:

☐ Master Card



☐ Visa



CARD NO:

EXPIRY DATE:

dd/mm/yy

PRINT NAME AS IT

APPEARS ON CARD:

SIGNATURE:

BANKING DETAILS

Transfer amount to:

Account Name: Qatar Properties Holding Co.

Bank: Qatar Islamic Bank

Account Number: 100230199

Swift Code: QISBQAQA

IBAN: QA69QISB011583620020100230199

I hereby authorize the QNCC to provide the stated services.

Authorised Signature: _____

Date: _____

Thank you for selecting QNCC! We look forward to seeing you in Doha, Qatar!

Please send the completed form with the payment information to:

Email: exhibitionplanning@qatarconvention.com

Website : www.qatarconvention.com

Tel: +974 4470 7000 Fax: +974 4470 7003

