

# RIGGING ORDER FORM 2026

To be filled and returned to [capital360.mr@adnec.ae](mailto:capital360.mr@adnec.ae)

Closing date of Submission: 15 days prior to show, thereafter delivery cannot be guaranteed and standard or on site price will apply.

## EXHIBITION/EVENT INFORMATION

Event/Exhibition Name:

Date

Stand Name:

Stand No.

Hall No.

## INVOICE DETAILS:

Please indicate invoice currency preference: USD AED

Tax Registration No:

First Name:

Last Name:

Company Name:

Company Address:

City:

Postal Code:

Country:

Contact No.

Email Address:

On-site  
Contact Name:

On-site  
Contact No.

### Minimum guaranteed available rigging point heights in venue halls (hook heights) from venue floor level

Standard

Requested

Exhibition Halls 1 to 11

7,000 mm

8,500 mm

Exhibition Hall 12

10,000 mm

12,000 mm

### MAXIMUM WEIGHT LOADING PER POINT IS 500KG

For Banner production, branding & printing enquiries please e-mail: [capital360.mr@adnec.ae](mailto:capital360.mr@adnec.ae)

DESCRIPTION	STANDARD UNIT PRICE (AED)				REQUESTED (UNIT PRICE AED)				TOTAL
	EARLY BIRD PRICE (15 days prior to the event)	STANDARD PRICE (14 days or less prior to the build-up)	ONSITE PRICE (During the build-up days)	QTY	EARLY BIRD PRICE (15 days prior to the event)	STANDARD PRICE (14 days or less prior to the build-up)	ONSITE PRICE (During the build-up days)	QTY	
Roof Point (excludes install of third party hoists)	1,625.00	1,970.00	2,960.00		1,855.00	2,230.00	3,340.00		
Roof Point with Manual Hoist (pre-attached)	1,970.00	2,320.00	3,480.00		2,145.00	2,575.00	3,860.00		
Roof Point with Electric Chain Hoist (pre-attached c/w cables + controls)	2,320.00	2,785.00	4,175.00		2,435.00	2,920.00	4,380.00		

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Install of Lightweight P.V.C. Banner up to 6m wide (less than 10kg)	1,970.00	2,365.00	3,545.00						
Exhibition Lighting	130.00	150.00	225.00						
Modular Truss System (30x30) + 20% for the black truss	140.00	165.00	250.00						
Modular Truss System (40x40) + 20% for the black truss	160.00	190.00	285.00						
Circular Truss (8mtrs)	7,350.00	8,820.00	13,230.00						
Circular Truss (6mtrs)	5,250.00	6,300.00	9,450.00						
Circular Truss (4mtrs)	3,675.00	4,410.00	6,615.00						
Drapes (Black) Hall 1-11 inclusive of installation and removal)	310.00	370.00	555.00						
Drapes (Black) Hall 12 (inclusive of installation and removal)	400.00	485.00	725.00						
NOTE: 50% ADDITIONAL SURCHARGE FOR ONSITE ORDERS AND CHANGES.									
GRAND TOTAL									

TERMS & CONDITIONS

1. Rigging Plans:
- a. All orders for rigging must follow the required guidelines and be submitted with a clear and precise rigging plan at the time of ordering. Any changes required due to incorrect rigging plans will be subject to a surcharge.

b.All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.

c. All rigging must be within the perimeter of the stand.

d. The exact weight of each rigging point must be detailed in kilograms in addition to the total weight in kilograms of the overall structure to be rigged / suspended. Any single rigging point load above 500kg is subject to Venue approval.

e. The type of structure or banner material must be detailed along with the metric width, height and length.

f. The stand orientation must be detailed by showing the location of the main entrance and by the stands or walls on the other neighboring three sides.

g. The height from the floor to the bottom of the structure or banner when fully suspended must be shown using metric measurements.
2. Banners:
- a. All banners must be supplied with poles in vinyl welded or sewn sleeves.

b. All banners must be delivered two days prior to the build-up of the event. Delivery should be made to ADNEC Hall from Monday to Friday 08:00 until 17:00 hours.

c. All banners will be disposed of immediately after the last day of break-down unless requested.

d. Capital 360 Event Experiences are not liable for the loss and/or damage to banners during transportation, storage, installation and de-rig.

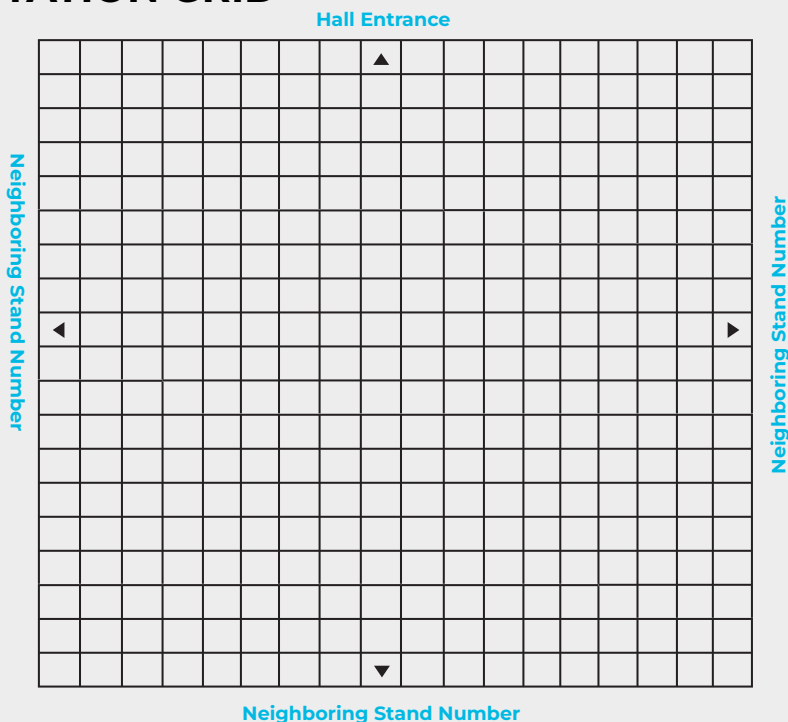
### 3. Installation:

- a. Capital 360 Event Experiences rigging hours are Monday to Friday 08:00 until 17:00. Any request outside these hours is subject to availability and additional cost.
- b. Rigging not ready for completion by 17:00 on the last day of build-up will be the responsibility of the contractor.
- c. Any supply of Roof Points Only must place an order for the required rigging power for their electric hoist through the official contractor.
- d. Any damage to Capital 360 Event Experiences equipment by third party contractors will be charged.

### 4. Health and Safety:

- a. Capital 360 Event Experiences Rigging Team is not liable for secondary rigging installed by third party contractors.
  - b. During build-up, gangways must be kept clear to allow access by the rigging team.
  - c. No stand structure is allowed to be attached to ADNEC ceiling as either a precautionary or additional safety measure. Ground mounted stand structures shall be so designated and constructed to be fully self-supporting.
  - d. A copy of a valid hoist inspection certificate must be provided to Capital 360 Event Experiences prior to installation of any hoist supplied by a third-party contractor.
  - e. Any structure requiring more than 4 hoists for a single lift, must use electric chain hoists.
5. Capital 360 Event Experiences holds the exclusive right to all primary rigging services within ADNEC.
6. All rigging orders must be paid in full at the time of ordering. All costs are inclusive of installation and removal.
7. All prices, costs and charges are inclusive of 5% Value Added Tax; VAT Rate is subject to change as per UAE Law.
8. All orders must be paid 15 days before the event; standard price will apply for any unpaid orders 14 days before the event.
9. All orders received after deadline date will be subject to availability of the item neither standard or on site price will apply.
10. Items will not be supplied unless payment is received.
11. Cancellation or amendments to confirmed and paid orders are not permitted.
12. Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to [capital360.mr@adnec.ae](mailto:capital360.mr@adnec.ae)

## STAND ORIENTATION GRID



# ALL PAYMENTS MUST BE MADE PRIOR TO WORKS COMMENCING

**Abu Dhabi National Exhibitions Company is (100%) Holding Company of Capital 360 Event Experiences**

Please complete and return the order form to the above email address. An invoice will be dispatched in return. Orders will be Valid only with full remittance.

Cheque & Bank Draft - CAPITAL 360 - L.L.C - O.P.C, - P.O. Box 5546 Abu Dhabi, UAE

Bank Transfers should be made, net of bank charges through the following account:

**AED**

Account Name : CAPITAL 360 - L.L.C - O.P.C  
Bank : FIRST ABU DHABI BANK  
Account No. : 4021003733279010  
Swift Code : NBADAEAAAXX  
IBAN No. : AE440354021003733279010

**USD**

Account Name : CAPITAL 360 - L.L.C - O.P.C  
Bank : FIRST ABU DHABI BANK  
Account No. : 4021003733279021  
Swift Code : NBADAEAAAXX  
IBAN No. : AE380354021003733279021

**TAX REGISTRATION NUMBER: 100305367300003**

**Note:** For International clients it is important that you use the IBAN NO for all the remittances.  
Copy of the confirmed transfer must be sent to [finance.as@adnec.ae](mailto:finance.as@adnec.ae)

Name

Date

Signature