



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

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)

## EXHIBITION DETAILS

EVENT NAME:			EXHIBITION DATE:		
HALL NO:		STAND NAME:		STAND NO:	
LIVE EVENT DATES:		TO		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 (per day)	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
2MB	Internet via LAN Network Port	<input type="radio"/> 203.00	<input type="radio"/> 214.00	<input type="radio"/> 321.00			
4MB	Internet via LAN Network Port	<input type="radio"/> 387.00	<input type="radio"/> 407.00	<input type="radio"/> 611.00			
8MB	Internet via LAN Network Port	<input type="radio"/> 734.00	<input type="radio"/> 773.00	<input type="radio"/> 1160.00			
Custom	Internet via LAN Network Port	<input type="radio"/> POA	<input type="radio"/> POA	<input type="radio"/> POA			
NETWORK SERVICES (per event)		ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
On Stand Network Cabling		<input type="radio"/> POA	<input type="radio"/> POA	<input type="radio"/> POA		N/A	
Data Port Activation (Internal connectivity no Internet)		<input type="radio"/> 107.00	<input type="radio"/> 107.00	<input type="radio"/> 107.00		N/A	
Public IP Address		<input type="radio"/> 1284.00	<input type="radio"/> 1284.00	<input type="radio"/> 1284.00		N/A	
TELEPHONE SERVICES							
ITEM DESCRIPTION (per day)		ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
Telephone Line & Handset (call charges additional)		<input type="radio"/> 153.00	<input type="radio"/> 161.00	<input type="radio"/> 242.00			
Wireless Telephone Handset & Charger (call charges additional)		<input type="radio"/> 128.00	<input type="radio"/> 134.00	<input type="radio"/> 202.00			
Telephone Line Connection & Conference Phone (call charges additional)		<input type="radio"/> 204.00	<input type="radio"/> 214.00	<input type="radio"/> 321.00			
Analogue telephone line for fax and credit card machines (not included)		<input type="radio"/> 102.00	<input type="radio"/> 107.00	<input type="radio"/> 161.00			
EQUIPMENT RENTAL AND CONSUMABLES							
ITEM DESCRIPTION (per day)		ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
Desktop PC		<input type="radio"/> 150.00	<input type="radio"/> 150.00	<input type="radio"/> 180.00			
Laptop PC		<input type="radio"/> 200.00	<input type="radio"/> 200.00	<input type="radio"/> 300.00			
18.5" LCD Screen		<input type="radio"/> 120.00	<input type="radio"/> 120.00	<input type="radio"/> 144.00			
22" LED Screen		<input type="radio"/> 180.00	<input type="radio"/> 180.00	<input type="radio"/> 216.00			
32" LED HDMI, VGA, HD 1080 Screen		<input type="radio"/> 360.00	<input type="radio"/> 360.00	<input type="radio"/> 432.00			
IPTV (TV/Signage) Media Player (Port Activation is also required, not included)		<input type="radio"/> 300.00	<input type="radio"/> 300.00	<input type="radio"/> 360.00			
Wireless Keyboard & Mouse		<input type="radio"/> 50.00	<input type="radio"/> 50.00	<input type="radio"/> 60.00			
Fax Machine		<input type="radio"/> 150.00	<input type="radio"/> 150.00	<input type="radio"/> 180.00			

ITEM DESCRIPTION (per day)	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
Printer Colour - 12-20ppm	360.00	360.00	432.00			
Printer Black & White Laser - Medium Duty	180.00	180.00	216.00			
Printer Black & White Laser - Heavy Duty	600.00	600.00	720.00			
Photocopier MFP Black & White - Medium Duty	1200.00	1200.00	1440.00			
Photocopier MFP Black & White - Heavy Duty	1800.00	1800.00	2160.00			
Photocopier MFP Colour - Medium Duty	1800.00	1800.00	2160.00			
Photocopier MFP Colour - Heavy Duty	2160.00	2160.00	2592.00			
Scanner - Local	180.00	180.00	216.00			
Scanner - Network	600.00	600.00	720.00			
Paper Shredder Micro Cut 10ppm	600.00	600.00	720.00			
Paper Shredder Straight Cut 18ppm	360.00	360.00	432.00			
<b>FOR SALE</b>						
"Kensington" PC/Laptop Lock	584.00	584.00	615.00		N/A	
Network Cable Cat5/6 RJ45 - 2 metres	30.00	30.00	36.00		N/A	
Network Cable Cat5/6 RJ45 - 5 metres	35.00	35.00	41.00		N/A	
Network Cable Cat5/6 RJ45 - 10 metres	41.00	41.00	50.00		N/A	
Network Cable Cat5/6 RJ45 - 20 metres	58.00	58.00	70.00		N/A	
Network Cable Fibre Optic Singlemode LC/LC - 2 metres	150.00	150.00	180.00		N/A	
Network Cable Fibre Optic Singlemode LC/LC - 5 metres	154.00	154.00	185.00		N/A	
Network Cable Fibre Optic Singlemode LC/LC - 10 metres	166.00	166.00	199.00		N/A	
Network Cable Fibre Optic Singlemode LC/LC - 20 metres	173.00	173.00	208.00		N/A	
HDMI Cable - 5 metres	80.00	80.00	96.00		N/A	
USB Cable - 2 metres	42.00	42.00	50.00		N/A	
<b>*Additional Services and equipment available upon request</b>						

**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
- All services will be activated and available for use on the first day of the event open period. If services are required earlier for on-stand configuration and testing, then additional day charges will apply. If applicable, the required date for active services should be indicated
- 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  
QAR2.5% merchant fee for  
card payment

GRAND TOTAL QAR

- 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
- Printers are standard desktop A4 type and Photocopier MFPs are A3/A4 capable. All reasonable ink/toner is provided. One (1) tray of A4 paper is provided. Additional paper and/or ink requirements shall be provided by the client or can be purchased from the QNCC Business Centre.
- 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

### WIRELESS INTERNET INFORMATION

- **No independent WiFi networks are to be setup by any exhibitor** as this interferes with the QNCC Wireless Network. Failure to comply may result in the client's own WiFi network being blocked and LAN/Internet services provided by QNCC being deactivated, without refunds.
- Wireless broadcasting devices such as Access Points (both 3G and ethernet based), routers and bridges are not to be setup/used in the venue.
- Please contact [exhibitionplanning@qatarconvention.com](mailto:exhibitionplanning@qatarconvention.com) for any queries related to Wireless Internet in the Exhibition Halls.
- Wireless Internet is suited for web browsing and email access. It is not advisable to use wireless internet for bandwidth intense or delay sensitive applications.

### 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

#### • ORDER FORMS AND FULL PAYMENT or CREDIT CARD

**AUTHORISATION** are to be received as per the agreed timeline mentioned in this 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.
- 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.
- Prices are subject to change from 01 January 2015

### 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

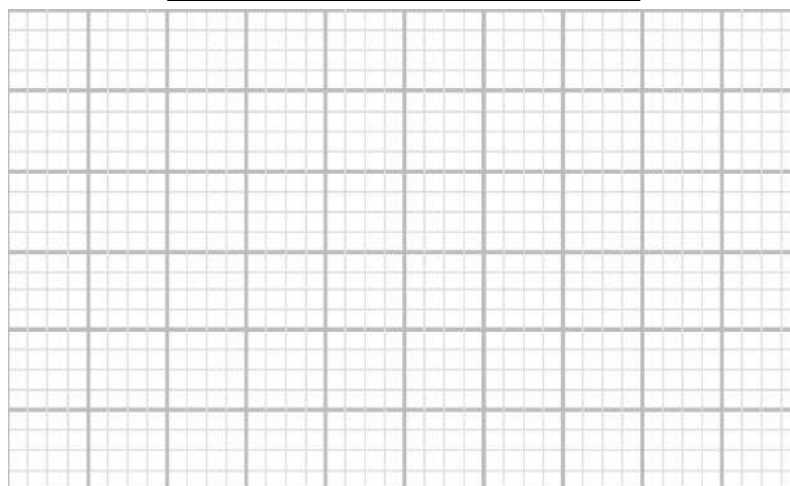
T - Telephone / Fax

*\*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:

**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:

☐ MasterCard

☐ Visa


CARD NO:

EXPIRY DATE:

dd/mm/yy

PRINT NAME AS IT

APPEARS ON CARD:

SIGNATURE:

**BANKING DETAILS**

Transfer amount to:

Account Name:

AMLAK Holding

Bank:

Qatar Islamic Bank

Account Number:

100230199

Swift Code:

QISBQAQA

IBAN:

QA69QISB011583620020100230199

I hereby acknowledge I have read and understood the Service Information, Wireless Internet Information and 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](mailto:exhibitionplanning@qatarconvention.com)*

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

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