

ADNEC VENUE ORDER FORM 2026

COMPLEX STRUCTURES INSPECTION (ORGANISER)

Form to be completed and returned to:
 Event Planner – ADNEC Event Management Department

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.)			

CATEGORY A: AED 1,737 per COMPLETE SUBMISSION AED 2,605 per INCOMPLETE or No SUBMISSION

- Double-decker stand (with structural calculations)
- Bespoke-designed stand over 4 meters in height (steel or wooden construction with structural calculations)
- Platform or stage over 600mm (60cm) in height (with structural calculations)
- Tiered seating (with structural calculations)
- Truss (above 4 meters in height)
- Tent/Marquee

CATEGORY B: AED 579 per COMPLETE SUBMISSION AED 868 per INCOMPLETE or No SUBMISSION

- Stage less than 600mm (60cm) in height and back wall of stage submitted as one submission.
- Stand-alone back wall of stage (above 4 metres in height)

CATEGORY C – NO CHARGE

- Modular system build (trilite or truss) supplied with full data sheets and drawings (less than 4 metres in height)
- Free-standing signage supplied with method statement and drawings including details of baseplates and ballast.
- Flagpoles supplied with method statement and drawings including details of baseplates and ballast.

All the above prices are inclusive of 5% VAT.

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Event Name		Event Dates	
Stand/Feature Name		Hall & Stand/Feature No.	<input type="checkbox"/> Over 4m <input type="checkbox"/> Backwall <input type="checkbox"/> Grandstand <input type="checkbox"/> DD <input type="checkbox"/> Stage <input type="checkbox"/> Tiered Seating
Organiser		Submission Contact person	
Mobile No.		E-mail	
Contractor		On Site Contact person	
Mobile No.		E-mail	

NOTE: IT IS MANDATORY TO SUBMIT THE BELOW COMPLETE INFORMATION FOR ALL COMPLEX STRUCTURES

Overall exhibition or event plan highlighting the location of the structure	<input type="checkbox"/>	A detailed, fully dimensioned, technical plan drawing of each level of the structure	<input type="checkbox"/>
Full Stand Dimensions	<input type="checkbox"/>	A detailed, fully dimensioned, technical section drawing of each level of the structure	<input type="checkbox"/>
Details of all materials to be used in the construction and finish of the structure	<input type="checkbox"/>	A detailed, fully dimensioned, technical elevation drawing of each face of the structure	<input type="checkbox"/>
Details of the provision made within the structure, including material specifications, for protection against fire and the spread of flame (Fire ratings)	<input type="checkbox"/>	Method statement detailing the Safe System of Work by which the structure will be assembled, used, and disassembled	<input type="checkbox"/>
Details of access and egress routes, including emergency exits from the structure	<input type="checkbox"/>	Design, form, and dimensions of every structural element (Beams, Columns, Ties, Braces etc.)	<input type="checkbox"/>
Materials safety data sheet for all chemicals to be used	<input type="checkbox"/>	Design, form and dimensions of every staircase or ramp >600mm rise	<input type="checkbox"/>
A full risk assessment covering build up, use and breakdown of the structure	<input type="checkbox"/>	Design, form, and method of each connection between structural elements	<input type="checkbox"/>
Detailed layout of any seating arrangements within the structure	<input type="checkbox"/>	Design, form, and dimensions of every base plate for transferring load to the Venue floor (1m2 minimum) (anchoring of base plates to Venue floor is not permitted)	<input type="checkbox"/>
Accessible Ramp detail (if design includes platform floor)	<input type="checkbox"/>	Design, form, and lateral load resistance of any handrail systems	<input type="checkbox"/>
Detail of corner protection or rounding (if design includes platform floor)	<input type="checkbox"/>	Structural design calculations proving structural integrity. (To include loading and stability analysis, shear, stress, and deflection checks) (Stamped and attested by professional structural engineer)	<input type="checkbox"/>

NOTE: The contractor / Exhibitor / Organizer is required to submit ADNEC an UNDERTAKING / INDEMNITY LETTER on their company's letter head and 'ADNEC Certificate of Integrity' for the stand's Structural Integrity and stability stating the Load per unit area (kg/m2) on ADNEC Floor and stating that the structure is safe for the intended load.

Submission	Name	Submission Date
Event Organiser / Contractor		
ADNEC Planning Manager		

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CONDITIONS AND GUIDANCE FOR ORGANISERS AND CONTRACTORS

A complex structure is any form of construction of any height, which may require input from a structural engineer. If a stand is not constructed from 'Shell Scheme', it is the responsibility of the stand designer to determine whether the construction is complex or not.

CONDITIONS

- Submission documentation should explain the method of building the stand including the risk assessment and risk control mechanisms to eliminate, mitigate or reduce the risks.
- Drawings / details should be submitted maximum of 30 working days before and minimum of 10 working days before the start of tenancy.
- Submissions for double-decker and other complex stand – note that 50% charges will be applied if the submission is incomplete or late.
- Regardless of the permission to build from ADNEC, the organizer and the contractor will be fully accountable for the safety and stability of the structure.

EXAMPLES OF COMPLEX STRUCTURE	SUBMISSION PROCESS
<ul style="list-style-type: none"> • Any structure, over 4m in height, which requires structural calculations. • Multi-storey stands • Temporary tiered seating • Platforms and stages over 0.6m in height and all platforms and stages for public use • Tents/ Marquees 	<p>Organisers are responsible for submitting full details of all complex structures no later than 10 working days prior to tenancy. All requirements should be routed through the event organizer and event planner Manager-Structural Engineering Health & Safety.</p> <ol style="list-style-type: none"> Detailed, scaled structural drawings showing: <ul style="list-style-type: none"> • Plan views of each storey of the stand • Sections through each storey of the stand • Elevations including full steelwork and staircase details • Width and position of gangways within the stand • Floor and/or roof loading • Specifications of materials used Structural Calculations (in International Unit System) Risk Assessment (to include fire hazards) and Method Statement Written confirmation from the Organiser / Exhibitor/ Contractor structural engineer, with adequate Professional indemnity cover, that the design is safe for its purpose. <p>If any complex structure is modified after the submission of the above information, plans must be resubmitted with details of all modifications and the Organiser / Exhibitor/ Contractor structural engineer's confirmation that the final overall design is safe for its purpose.</p> <p>ADNEC Manager-Structural Engineering Health & Safety (Structural Engineer) will review this Submission (Provided the complete information required has been timely submitted) and get back to the organizer via event planner with-in 10 working days from the date the submission was received by Structural Engineer /health and safety.</p>

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Form to be completed and returned to:
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		For ADNEC Structural Engineer / Health and Safety Use Only
Status		Comments
Reviewed	<input type="checkbox"/>	Structural Elements
Reviewed with Comments for action	<input type="checkbox"/>	Note: Spreaders (min Area=1m x1m; thickness=18mm) must be used to support the bottoms and ends of columns / wall in order to distribute the concentrated load across a larger area. Final load on the venue floor should not be more than 1t/m ² . Organizers have a responsibility to ensure that items they bring into the venue that form part of their show are safe, fit for purpose and do not exceed the limits (Floor Load = 1 ton / square metre).
Incomplete submission – additional information required	<input type="checkbox"/>	Non-Structural Elements
Rejected	<input type="checkbox"/>	

	Name	Signature	Date
ADNEC Structural Engineer - Lead	Muhammad Riaz Khan		

IMPORTANT NOTICE

- The stability, integrity and safety of all display items, features or structures is the responsibility of the supplier, contractor, Organiser and client.
- If any complex structure is modified after the submission of the above information, plans must be resubmitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.
- Comments made relate to submissions during Design Stage review and do not relieve any Contractor from compliance with the requirements of the drawings and specifications.
- This review is limited to general compliance with the requirements of ADNEC rules and regulations.
- ADNEC takes no responsibility for structural stability or integrity of any submission.
- Contractors / Organisers are responsible for confirming and correlating all quantities and dimensions, structural stability, selection of fabrication processes, techniques of construction, coordination of works with that of others and for performance of duties in a safe and satisfactory manner.

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ADNEC BANKING DETAILS

- Please complete this Form and submit it to ADNEC Event Management (planning@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 ADNEC Receivables (receivables@adnec.ae); ADNEC Event Management (planning@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); ADNEC Event Management (planning@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 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 five (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 postdated 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

ADNEC Group TRN (Tax Registration Number): 100305367300003

Name _____ Signature _____ Date _____