

CAPITAL 360 EVENT EXPERIENCES OFFICIAL CONTRACTING
RIGGING ORDER FORM 2026

Tel +971 (0) 2 406 3666

P.O. Box 5546 Abu Dhabi

EXHIBITOR DETAILS:

Exhibiting Company Name:

**Fill & Return**

capital360.mr@adnec.ae

Date

Hall No.

Stand No.

* It is the exhibitor's responsibility to inform Capital 360 Event Experiences of any changes to the stand number / service location.

ORDER CONTACT DETAILS:

Full Name:

**Best Price**When you pay 15 days
before the event

Job Title:

Company Name:

Company Address:

City:

Postal Code:

Country:

Contact No.

Email Address:

On-site
Contact Name:On-site
Contact No.

* It is important to review TERMS AND CONDITIONS attached on this order form before submitting your order.

**Standard Price**within 14 days or less prior
to the build-up days

INVOICE BILLING DETAILS:

Tax Registration No:

Same As Above

Preferred Invoice Currency: USD AED

Full Name:

Job Title:

Company Name:

Company Address:

City:

Postal Code:

Country:

Contact No.

Email Address:



Deadline

Submissions close 15 days prior to the show, thereafter delivery cannot be guaranteed and standard/on-site price will apply

Minimum guaranteed available rigging point heights in Venue heights from venue floor	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

DESCRIPTION	STANDARD UNIT PRICE (AED)			QTY	REQUESTED (UNIT PRICE AED)			QTY	TOTAL
	BEST PRICE 15 days before the event	STANDARD PRICE 14 days or less from the event	ONSITE PRICE During build-up days		BEST PRICE 15 days before the event	STANDARD PRICE 14 days or less from the event	ONSITE PRICE During build-up days		
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		
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						

DESCRIPTION	STANDARD UNIT PRICE (AED)				REQUESTED (UNIT PRICE AED)				TOTAL
	BEST PRICE 15 days before the event	STANDARD PRICE 14 days or less from the event	ONSITE PRICE During build-up days	QTY	BEST PRICE 15 days before the event	STANDARD PRICE 14 days or less from the event	ONSITE PRICE During build-up days	QTY	
Drapes (Black) Hall 1-11 inclusive of installation and removal)	310.00	370.00	555.00						
Drapes(Black) Hall12 (inclusive of installation and removal)	400.00	485.00	725.00						
Note: 50% additional surcharge for on-site orders and changes.									
GRAND TOTAL (AED)									

TERMS & CONDITIONS

1. Rigging Plans:

- 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.
- All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
- All rigging must be within the perimeter of the stand.
- 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.
- The type of structure or banner material must be detailed along with the metric width, height and length.
- 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.
- The height from the floor to the bottom of the structure or banner when fully suspended must be shown using metric measurements.

2. Banners:

- All banners must be supplied with poles in vinyl welded or sewn sleeves.
- All banners must be delivered two days prior to the build-up of the event. Delivery should be made to ADNEC, Monday to Friday 08:00 until 17:00 hours.
- All banners will be disposed of immediately after the last day of break-down unless requested.
- Capital 360 Event Experience are not liable for the loss and/or damage to banners during transportation, storage, installation and de-rig.

3. Installation:

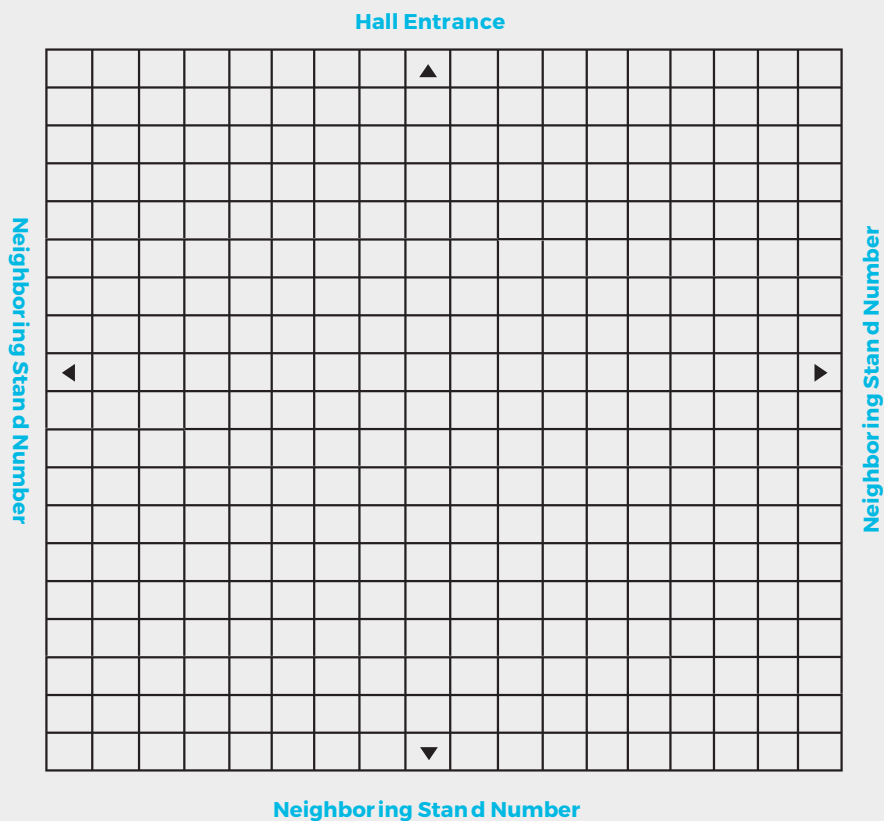
- Capital 360 Event Experience rigging hours are Monday to Friday 08:00 until 17:00. Any request outside these hours is subject to availability and additional cost.
- Rigging not ready for completion by 17:00 on the last day of build-up will be the responsibility of the contractor
- Any supply of Roof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

4. Health and Safety:

- Capital 360 Event Experience Rigging Team is not liable for secondary rigging installed by third party contractors.
- During build-up, gangways must be kept clear to allow access by the rigging team.
- 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.
- A copy of a valid hoist inspection certificate must be provided to Capital 360 Event Experience prior to installation of any hoist supplied by a third party contractor.
- 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.

STAND ORIENTATION GRID



Please ensure that any changes to the stand number or exhibiting company name are communicated to capital360.mr@adnec.ae

ALL PAYMENTS MUST BE MADE PRIOR TO WORKS COMMENCING

Abu Dhabi National Exhibitions Company is (100%) Holding Company of Capital 360 - LLC-O.P.C

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.

Name

Date

Signature

CREDIT CARD AUTHORIZATION FORM

To be returned by via e-mail to

Capital 360 - LLC-O.P.C

P.O.Box 5546, Abu Dhabi - UAE

Contact: Finance Department

Tel. + 971 02 4063666

Fax + 971 02 4499770

Email: finance.as@adnec.ae

I hereby give **Capital 360 Event Experiences** my personal permission for the following credit card guarantee and pay for:

Name / Reference

Amount to be Charged

Type of Credit Card

Visa Card

Master Card

My Credit Card No. is

Issue Date

Expiry Date

Signature

Date

Name of Credit Card Holder as it Appears on the card

Company Name

Full Address

Tel/ Fax #

Email Address

Payment Details