



AIR EXPO  
ABU DHABI

# ADMISSION FORM

**19-20-21 NOVEMBER 2024**  
ABU DHABI, THE CAPITAL, UAE

PLEASE RETURN COMPLETED FORM WITH PAYMENT BEFORE AUGUST 19<sup>TH</sup> 2024 TO : [INFO@AIREXPO.AERO](mailto:INFO@AIREXPO.AERO)

## EXHIBITING COMPANY DETAILS

This address will be used for mailing and operational purposes

COMPANY NAME :		
FASCIA NAME (USED FOR YOUR STAND NAME BOARD FOR SHELL SCHEME STANDS ONLY, AND FOR EXHIBITOR LISTING) :		
ACTIVITY :		
DESCRIPTION OF EXHIBITS / BRANDS :		
•	•	•
•	•	•
•	•	•
CONTACT NAME :		JOB TITLE :
EMAIL :		
TEL :		MOBILE NUMBER :
TAX REGISTRATION NUMBER :		
ADDRESS :		
		TOWN/CITY :
POSTCODE :		COUNTRY :

## INVOICE INFORMATION

Please fill in the invoicing address below (if different from above address)

COMPANY NAME :	
ADDRESS :	
TOWN/CITY :	
POSTCODE :	COUNTRY :
CONTACT NAME :	JOB TITLE :
EMAIL :	
TEL :	MOBILE NUMBER :



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## A. SHELL SCHEME: ALL-INCLUSIVE-STAND PACKAGES (PRICE PER SQM)

Quick, easy and cost effective alternative to space only exhibiting

Included in shell scheme:



Example of a 12 sqm Shell Scheme (non-contractual graphic)

- Aluminium structure with partition walls (H 2m50)
- Electrical supply 2 kw
- Spotlights
- Name fascia panel
- Blue carpet
- Furniture: 1 counter desk, 1 high stool, 1 table, 3 chairs, 1 brochure stand, 1 waste bin  
(In 6 sqm Shell Scheme, 1 table and 3 chairs replaced by 1 high table and 2 high stools)

Choose from size:



PRICE PER SQM	NO. OF SQM	TOTAL
US\$490		
SUBTOTAL		US\$

## B. EXHIBITION HALL - SPACE ONLY

The best option for stand designer

EXHIBITION SPACE TYPE	PRICE / SQM	QUANTITY	TOTAL
<b>SELF BUILD STAND SPACE</b> <ul style="list-style-type: none"><li>• MINIMUM OF 24 SQM</li></ul>	US\$420		
<b>SELF BUILD STAND SPACE PREMIUM</b> <ul style="list-style-type: none"><li>• ISLAND WITH 4 OPEN SIDES</li><li>• MINIMUM OF 36 SQM</li></ul>	US\$450		
SUBTOTAL			US\$



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## C. AIRCRAFT

AIRCRAFT ON DISPLAY	PRICE	QUANTITY	TOTAL
AIRPORT EQUIPMENT	US\$1,000		
PISTON ENGINE	US\$1,200		
TURBOPROP	US\$1,800		
JET - 20 TONNES	US\$4,500		
JET + 20 TONNES	US\$7,500		
JET + 40 TONNES	US\$12,000		
SUBTOTAL			US\$

## D. ADVERTISEMENT IN THE OFFICIAL SHOW CATALOGUE (UPON AVAILABILITY)

(A4 W210 x H297mm, FULL COLOR) - Technical information must be received no later than October 19<sup>th</sup>, 2024

ADVERT TYPE	PRICE	QUANTITY	TOTAL
1/2 PAGE (W190 X H130MM, 300 DPI)	US\$1,350		
1 PAGE (W210 X H297MM + 5MM BLEED, 300 DPI)	US\$2,100		
INSIDE BACK COVER (W210 X H297MM + 5MM BLEED, 300 DPI)	US\$2,650		
INSIDE FRONT COVER (W210 X H297MM + 5MM BLEED, 300 DPI)	US\$3,050		
BACK COVER (W210 X H297MM + 5MM BLEED, 300 DPI)	US\$3,450		
SUBTOTAL			US\$

## E. SHOW WEBSITE

	PRICE	QUANTITY	TOTAL
BANNER ON THE SHOW WEBSITE (W880 X H110 PIXELS, 72 DPI) (URL INCLUDED) <i>LIMITED AVAILABILITY</i>	US\$950		
SUBTOTAL			US\$

## F. SPONSORSHIP

TOTAL	US\$
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TOTAL COST (EXCL. 5% VAT) US\$

AS PER UAE FEDERAL DECREE-LAW NO. (8) OF 2017 ON VALUE ADDED TAX, 5% VAT SHALL BE LEVIED ON ALL EXHIBITION SERVICES IN THE UAE.  
THE 5% VAT SHALL BE PAYABLE OVER AND ABOVE THE RATES FOR RENTALS, ADVERTISEMENTS AND OTHER SERVICES.  
THIS RATE MAY BE SUBJECT TO CHANGE, AND I AGREE THAT I WILL BE LIABLE FOR ANY INCREASE IN THE RATE.

## PAYMENT TERMS

50% DUE ON APPLICATION  
50% DUE ON AUGUST 19<sup>TH</sup> 2024

Please note that all invoices will be issued in Emirati Dirham - AED. For your information the applicable USD rate is 3,673.

☐

### BY BANK TRANSFER

PLEASE REFERENCE THE NAME AIR EXPO ABU DHABI AND YOUR COMPANY NAME ON ALL BANK TRANSFERS SO WE MAY PROPERLY CREDIT YOUR ACCOUNT.

☐

### BY CREDIT CARD

WHEN MAKING CREDIT CARD PAYMENTS, A 2% FEE WILL BE CHARGED ON TOP OF THE CONTRACT/INVOICE AMOUNT.

All payments should be made in Emirati Dirhams (AED) or US Dollars.

The exhibitor must pay for all bank charges and transfer charges.

Remittances from abroad must be by electronic funds transfer and must include the payment amount made in Emirati Dirhams (AED) or US Dollars plus the bank transfer charges.

If the payment is made by bank transfer, the exhibitor shall pay all bank charges in full, clearly indicating that there shall be « no charges to beneficiary » on the transfer order(s).

A copy of the transfer order(s) must be attached to the completed admission form.

If the payment schedule is not adhered to or any payment failure occurs (participation cost and bank charges), we reserve the right to reconsider your application.

This contract is binding by the exhibiting company upon receipt of this form, duly signed by an authorized representative.

The contract's total value invoice will be issued upon the organizers' acceptance of this admission form and deposit payment.

The undersigned asks to be admitted as an exhibitor at Air Expo Abu Dhabi 2024. They declare to have read, understood and accepted the terms & conditions of the exhibition (included in the admission form in their possession).

They agree that their contact information (including contact name, phone number, addresses and email addresses) may be passed to selected exhibition contractors and media partners.

This includes to contractors involved in supplying stand construction, housing, staffing and other services for the exhibition. They agree that it is their responsibility to check each contractor's privacy policy prior to working with them.

SIGNATURE :

NAME :

DATE :

**BANK ADDRESS :** FIRST ABU DHABI BANK, YAS MALL BRANCH, P.O.BOX 5279, ABU DHABI, UAE

**BANK :** FIRST ABU DHABI BANK

**ACCOUNT NAME :** 4M EVENTS FZ-LLC

**IBAN :** AE88 0351 9413 2350 2315 010

**SWIFT CODE :** NBADAEAXXX

## CREDIT CARD INFORMATION

CARDHOLDER'S NAME :

☐ MASTERCARD

☐ VISA

CREDIT CARD NUMBER

...../.....  
EXPIRATION DATE

SECURITY CODE

I authorize Adone Events to withdraw from my above mentioned credit card account for the amount of the order of this signed booking form with 2% fee charged on top of the contract/invoice amount.

NAME :

COMPANY STAMP :

DATE :

SIGNATURE :

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## TERMS & CONDITIONS

These terms and conditions are entered into between the organizer (the term "Organizer" means 4M Events FZ-LLC, Abu Dhabi Business City, Business Center, P.O.Box 2313, Abu Dhabi, UAE) and the exhibitor (the term "Exhibitor" means the entity on whose behalf this contract is signed and includes all employees or agents of the exhibitor). These Terms & Conditions govern the exhibitor's participation at the exhibition (the term "Exhibition" means Air Expo Abu Dhabi).

1. Participation requests are received and registered by the organizer and are subject to review. The organizer maintains the right to decide at any time to reject or accept participation without recourse for the participant and without having to give reasons for its decisions. Any person wishing to exhibit must contact the organizer and provide a presentation of its company and its products. The admission form must be fully completed and signed. By submitting the completed admission form, accompanied by a deposit of 50% of the total cost VAT included, you agree to a firm and irrevocable engagement to pay the full price of the stand rental and associated costs, and you enter into a binding agreement with the organizer. An exhibitor who participates at the event may only exhibit products for which they have requested. The organizer may, after examination, exclude products that don't appear, according to the organizer, to correspond with the goals of the exhibition. The rejection of an application by the organizer does not give rise to any compensation whatsoever.

2. Upon receipt of the fully completed and signed admission form, accompanied by a deposit of 50% of the total cost VAT included, the organizer will send confirmation of participation to the exhibitor. The organizer will send a global invoice to the exhibitor; the exhibitor must pay the balance payment of 50% three months before the start of the event. Any invoice not fully paid at that time will prohibit the exhibitor from participating in the event. For late participation applications, the first payment is equal to the amounts due on the relevant date. Failure to pay will result in the application of interest at the conventional rate of 4% per month until full payment of amounts due is made. For any unpaid invoice, the organizer reserves the right to recover the stand if the regulation is not corrected within a period of eight days from a first and only warning. This period is reduced to 24 hours, starting from two months before the opening of the event. A penalty fee will be applied to the remaining balance if late payment results in payment after the event's opening date. These payment terms form part of a contractual agreement and bind the exhibitor to the organizer. All payments must be made in Emirati Dirhams (AED) or US Dollars by credit card or electronic funds transfer to 4M Events FZ-LLC. The name of the exhibitor's company must appear as a reference. The exhibitor must pay all bank charges and transfer charges. Remittances from abroad must be by electronic funds transfer and must include the payment amount made in Emirati Dirhams (AED) or US Dollars plus the bank transfer charges.

3. The full price of the reservation is due upon signing the contract. Advance payments are to be made according to the schedule in the contract. In case of withdrawal, cancellation or request for the reduction of the exhibitor's surface (that must be submitted in writing to the organizer) at any date or for any reason whatsoever, the exhibiting company is liable for the full amount, VAT included, of its original contract even if the reserved space was rented to another exhibitor. If an exhibitor, regardless of the cause, has not occupied its stand 24 hours before the exhibition opens, they will be considered to have withdrawn, and the organizer can then recover their stand without the exhibitor being able to claim a refund or compensation even if the stand is attributed to another exhibitor. In the event of the exhibitor becoming bankrupt, committing any act of bankruptcy, going into liquidation, having a receiver or administrator appointed in respect of any of its assets, then the organizer reserves the right to terminate the contract with the exhibitor and all the amounts already paid by the exhibitor shall be retained by the organizer.

4. Exhibitors shall be present during the hours of the exhibition designated by the organizer, and ensure that the stand is open to the public for the duration of the exhibition. In case of non-compliance, the organizer reserves the right to open the stand at the exhibitor's risk. If any, the exhibitor's aircraft must comply with the organizer's arrival and departure procedures and timeline. It is strictly forbidden for exhibitors to begin packing or removing their equipment before the end of the show. Unless having prior written permission from the organizer, an exhibitor may not assign or sublet, with payment or free of charge, all or part of their stand. However, an exhibitor can accommodate another company, after having made the request to the organizer. The hosted company shall comply with the acceptance procedure to participate by filling out a registration form for the co-exhibitor and paying participation fees. The exhibitor agrees to present its products with a decor that is consistent with the general atmosphere of the show. The exhibitor shall be exclusively responsible for the obtaining and payment of any such visas as may be required to enable them, their servants, agents, representatives, invitees, or others to attend the exhibition and in no event shall there be any claim for damages or otherwise against the organizer in respect of any loss or expense relating thereto.

5. The days and hours of installation and dismantling are included in the Exhibitor Manual. The exhibitor engages to respect them and to ensure that their employees and subcontractors respect them. The organizer determines the conditions for the use of lights and audiovisual supports on the stand and reserves the right to have them removed and to cancel or modify an authorization previously granted if these supports affect the general appearance of the event and cause discomfort for neighboring exhibitors and the public. Each exhibitor is responsible for the transport and reception of their shipments. The exhibitor is required to comply with the instructions given by the organizer concerning the regulations for the entry and exit of goods and the movement of vehicles within or near the event. Each exhibitor is responsible for the surveillance of their equipment and their cargo during the installation and dismantling, of the stand, and during the event. The organizer can not in any way be held liable in case of theft. The exhibitor takes possession of their stand in the condition in which it is proposed and must return it in the condition it was received. The exhibitor is responsible for damage to the material making up the stand. All exhibitors must empty their stand after the event closes according to the guidelines provided in the Exhibitor Manual. The organizer is not liable or responsible for items and equipment left behind. Failure to meet deadlines for dismantling may lead to the destruction of the stand at the expense of the defaulting exhibitor. The exhibitor agrees to pay all costs associated with the non-respect of the dismantling guidelines by themselves and by their decorator, installer, transporter, or any other person or entity acting on their behalf. Any particular arrangement of a stand should be treated with flame retardant, standard M1 and M2. Each exhibitor must comply with security and fire regulations and all regulations of the exhibition venue. In addition, any furnishing and/or decoration project must be presented in a complete file containing a drawing and an explanation of the types of materials and standards used. This file must be sent to the organizer or the event's security services for examination and submission to the Prefecture services. Any electrical appliance or lighting must comply with regulations and be grounded. Any improper installation can result in immediate closure of the stand by the security services without compensation or refund. The location of the attributed stand is given for information purposes and is subject to change. The organizer can not reserve a particular location nor guarantee it from one year to the next. For security reasons, the organizer may, at any time, change the general layout of the exhibition and the location of any stand without the exhibitor's prior consultation.

6. The exhibition administration has liability insurance for the organizer. The exhibitor is obliged to take out personal insurance to cover its public liability to third parties and the risks of damage to property (theft, fire, accidents, Force Majeure event), including the period of transport, exhibition, assembly and dismantling. The exhibitor must give a duplicate of this insurance certificate to the organizer. It will cover public liability and products exhibited. The exhibitor's insurance must cover all employees, contractors, subcontractors and agents of the exhibitor. The organizer does not accept any liability for any direct or indirect damage, loss to property or personal injury arising from or in any way connected with the exhibition. The organizer will not accept any claims against them for death or personal injury caused by the exhibitor and their employees, contractors, subcontractors and agents; or fraud or fraudulent misrepresentation. The exhibitor displaying aircraft at the exhibition shall take out and maintain public liability insurance for each aircraft against personal injury, death or damage to or loss of property. The organizer shall be entitled to inspect such public liability policy, which the exhibitor shall make available on request by the organizer. The exhibitor is fully responsible for their aircraft exhibited on the display and will ensure that aircraft insurance is taken out and is valid during the exhibition period (including assembly and dismantling periods), as the organizer will accept no responsibility for any damages. The organizer declines all responsibility for losses, malfunctions and any other damages that may occur to people, objects, exhibition material and aircraft for any reason whatsoever.

7. The organizer determines the dates and times of opening and closing of the event, its location and admission prices. The organizer reserves the right to change the opening date or duration of the event and extend or shorten it, temporarily suspend it or close it early without the participants claiming any compensation. If it became impossible to have the necessary premises, in the case where fire, war, the threat of or preparation for war, armed conflict, embargo, breaking off of diplomatic relations or similar actions; epidemic or pandemic, earthquake, public calamity, national mourning, the act of terrorism or sabotage, bombings, demonstrations of any kind, torrential rains, storms, very violent winds, force majeure, lack of exhibitors and sponsors, etc... make it impossible to execute any part of the event, the organizer may cancel at any time, the previously registered emplacements. In the event of cancellation, the organizer shall not be liable in respect of any expenditure, or liability, or loss incurred by exhibitors and shall be entitled to retain sums paid by exhibitors considered by the organizer to be necessary to cover the expenses incurred in connection with the exhibition. The exhibitors have no right to compensation or indemnity. The exhibitor shall have no claim against the organizer for loss, damages or compensation arising from the prevention, postponement or abandonment of the exhibition or change of location for reasons beyond the organizer's control ("force majeure"). Events of force majeure shall include but shall not be limited to war, terrorist action, national emergency, civil unrest, labour disputes, any epidemic or pandemic, act of government or other government agency, closure or cessation of airline services, or a venue becoming unavailable for any reasons. If in the opinion of the organizer, by re-arrangement or postponement of the period of the exhibition, or by substitution of another venue, hall or building, or by any other reasonable means, the exhibition can be carried through, the contracts for space shall remain binding upon the parties, except as to the position, as to which the organizer in their sole discretion shall determine any modification, substitution, or re-arrangement.

8. It is the responsibility of the exhibitor to complete any customs formalities for equipment, products and aircraft coming from abroad. The exhibitor must comply with immigration procedures for all their employees, contractors and subcontractors. The organizer can not under any circumstances be held responsible for difficulties arising during these customs formalities.

9. It is strictly forbidden for exhibitors to nail, glue, staple, or paint on the walls of the exhibition areas or the panels and structures of the stands. Nothing shall exceed the volume of the stand, both in terms of floor space and height (the structure of the stand defines dimensions). Animations where the noise is audible from neighboring stands, are prohibited. An exhibitor shall not distribute any advertising or promotional materials at the exhibition, except from the exhibitor's space. Deliveries are made solely by the loading docks during the installation period. No storage is possible on-site. Therefore, exhibitors must provide for the removal of any packaging. During assembly and dismantling, all deliveries inside and out of the exhibition must be handled by the official on-site freight handler for the exhibition. For security and safety reasons, all deliveries sent directly to the organizer will be refused.

10. The Exhibitor Manual is sent to each registered exhibitor. This manual contains all of the information about the exhibition: the days, hours and conditions of installation and dismantling, the order forms for electricity, furniture rental or floral decoration, all of the complimentary possibilities for furnishing and decoration, and any other information regarding the exhibition. It includes forms to be returned to the organizer within a specific timeline. In addition, each exhibitor will receive complimentary invitations for their clientele. Distribution and/or sale of invitation cards is prohibited in the vicinity or within the precincts of the event. Reproduction of invitation cards will result in legal action.

11. The provisional launch campaign is not in any case binding and for reasons of business strategies can be modified at any time (ex: lack of exhibitors, lack of availability of communication supports mentioned in the provisional campaign).

12. Any violation of these regulations may result in the immediate removal of the exhibitor without compensation and without any refund of amounts paid. This is particularly applicable for non-compliance with the regulations concerning the stand, failure to follow safety and security rules, failure to occupy the stand, a presentation of products that do not adhere to the event's atmosphere. Furthermore, compensation will be reclaimed from the exhibitor based on the damages that the event suffered, whether moral or material. The organizer has, in this respect, a right to repossess the exhibitor's exposed products as well as the furniture or decoration belonging to them. The exhibitor accepts and agrees to be bound by the terms and conditions herein and any variations introduced by the organizer by signing this admission form.

13. The organizer has the right to change the terms and conditions of admission at any time. The organizer reserves the right to create regulations on all subjects not provided for in these terms and conditions and to add new provisions whenever it may deem necessary.

14. Any claims and disputes shall be subject to the jurisdiction of the Abu Dhabi Courts.

NAME :

SIGNATURE :