

## Performance Bond - Deadline: 22nd October 2024

### Return to:

Adil Muhammad

[adil@confexme.com](mailto:adil@confexme.com)

PLEASE COMPLETE THE BELOW IN TYPE OR BLOCK CAPITALS  
NO LATER THAN **22nd October 2024**

The completed form should be returned to Adil Muhammad [adil@confexme.com](mailto:adil@confexme.com) along with one of the chosen payment methods below.

### EVENT DETAILS

EVENT:	ADLM 2024 (CONFEX CONFERENCES & SEMINARS ORGANIZNG LLC)
EVENT DATES:	23 - 24 November 2024
EVENT BUILD DATES:	22 November 2024

### CONTRACTOR DETAILS

CONTRACTOR COMPANY NAME:	
CONTRACTOR CONTACT NAME:	
CONTRACTOR CONTACT EMAIL:	
CONTRACTOR CONTACT MOBILE:	
SUPERVISOR ONSITENAME: MOBILE:	
STAND YOU ARE BUILDING (EXHIBITOR COMPANY NAME &STAND NUMBER)	

## CONTRACTOR DETAILS

Contractors must submit all supporting documents, outlined below and stated on the form, no later than 22nd October 2024:

- 3D views of the stand design showing all sides of the stand with height and dimension details in one PDF file.
- Technical working drawings with clear material, dimensions, and support details in a separate PDF file.
- Method Statement & Risk Assessment.
- Refundable performance bond as detailed in this document (completed, signed form with corresponding cheque or proof of bank transfer).

## PERFORMANCE BOND REGULATIONS

All stand contractors/ stand builders are required to submit a refundable performance bond deposit for each stand they are delivering prior to arrival onsite for build-up.

Access to the halls will not be granted, and vehicle access passes will not be issued if the performance bond deposit is not submitted by 22nd October 2024.

Full refunds will be made to all companies who comply with performance bond regulations. However, failure to comply to the guidelines set out in the Exhibitor Manual and Rules & Regulations document, from both the Organiser & Venue, will result in non-compliance fees deductible from the performance bond deposit. This includes but is not limited to covering the costs associated with:

- ANY damage to the venue, official contractor equipment or other.
- ANY costs associated with the removal of material / waste /equipment left in the hall beyond the tenancy period.
- Any other non-compliance which leads to a fine from Venue and or other official source.
- ANY stand that is not fully completed within the stated build period times.

\* *Performance bond Deposits cannot be carried over to multiple shows. Bonds have to be submitted per show, covering all stands that you are contracted to build. Stand builders with multiple stands will be required to pay a performance bond for each stand.*

### **Performance bond rates are calculated as follows:**

Space only exhibitors between 1sqm to 9sqm = AED 15,000/each

Space only exhibitors between 10sqm and above = AED 25,000 /each

### PAYMENT METHOD

- Security cheque
  - Only cheques payable from a UAE bank will be accepted
  - Cheques should be made out to **CONFEX CONFERENCES & SEMINARS ORGANIZING LLC**
  - Please deliver to the Confex Office (Office 712, Churchill executive tower, Business bay Dubai.)
- Bank Transfer
  - Confex will not cover or be responsible for the transfer charges and you will need to send proof of payment to [adil@confexme.com](mailto:adil@confexme.com) when submitting this form.

*For all deposits, please ensure that Exhibitor Name & Stand Number, Contractor Name and Show Name are included as a Reference.*

Please ensure that your representative has a copy of the receipt or a swift copy of the transfer made to avoid any access issues onsite.

#### IMPORTANT NOTE (FOR REFUND):

1. Payments made via bank transfer can take up to 7 weeks from the post-show date to refund.
2. Payments made via cheque will be ready for collection from 4 weeks post-show. If you do not collect the cheque within 12 weeks of the end of the event venue tenancy period, CONFEX Middle East will destroy the cheque.

For Bank Transfer refund please complete the required information below using company letterhead and signed by an Authorized signatory.

Bank account name	
Bank account number	
Bank name	
IBAN	
SWIFT	

## PERFORMANCE BOND REGULATIONS

- Any costs incurred from damages to the venue or another stand will be deducted from the submitted performance bond deposit.
- Do not paint, tape, nail, screw, drill, glue or tack anything to the walls, columns, floor or ceiling of the venue, adjoining displays or the official contractor's display materials. All costs for damages caused will be deducted from the submitted performance bond deposit.
- Delivery of stand must be completed within the specified build schedule. Non-compliance fee will be made against deposited performance bonds to those who do not complete their stand construction within the specified build schedule.
- Dismantling of the stand must be completed within the specified breakdown schedule. All stand materials **MUST** be dismantled and removed from the halls by **11:59 on 24th November 2024**. Failure to adhere to this deadline will result in a deduction from your performance bond deposit.
- Exhibitors / contractors are responsible for removal of all waste / rubbish from their stand. The venue charges **AED 5,000** to remove materials from the halls and this will be deducted from your deposit.
- Should the stand not be built / finished to a satisfactory standard, this will result in your performance bond being deducted. The amount to be deducted will be judged on a case by case basis.
- It is the stand contractor / stand builder's responsibility to manage the expectations of their clients. Please ensure that the design, build and fit out of the stand can be completed in line with the build schedule.
- Written notification will be given to any Exhibitor, Stand Builder / Contractor who fails to comply to one or more of the above regulations, providing clarification on the regulations broken and amount that is to be deducted from the deposit.

For any questions or further clarification please contact [adil@confexme.com](mailto:adil@confexme.com)

### SUMMARY OF SPACE ONLY STAND SUBMISSION

- See the full checklist for space only stands via the Exhibitor Manual.
- Submit all supporting documents no later than 22nd October 2024
- Performance bond - complete this form and send it to [adil@confexme.com](mailto:adil@confexme.com)

Remember to state your payment method (Cheque or bank transfer) & please also attach a copy of your trade license and insurance copy.

SIGN & STAMP

DATE