

Form 1: Official Catalogue Entry




Deadline: 25th March 2019

Please complete and return to:

Hilal Conferences & Exhibitions
PO Box 1100, Manama,
Kingdom of Bahrain

Tel: +973 17 299 123
Fax: +973 17 299 155
Email: cheryl@tradedearabia.net
rohan.steven@tradedearabia.net

For your official Free Catalogue Entry, please supply the following:

- **Company Name** : _____
- Address** : _____
: _____
- Telephone** : _____ **Fax:** _____
- Website** : _____
- Social Media**
 -  : _____
 -  : _____
 -  : _____

- **Email Logo of your company (Highest resolution possible) to rathul@tradedearabia.net**
- **100 Word Catalogue Entry:**

In the box below, please give a brief description of your company, your products, and services, relevant market sectors and export capabilities. This must be a maximum of 100 words. Text will be edited if necessary. Please type your entry.

This entry will also be used for your e-profile.



Form 3: Name on Fascia

Deadline: 25th March 2019

Please complete and return to:

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FOR SHELL SCHEME EXHIBITORS ONLY

Company Details:

Stand number : _____

Company Name : _____

Contact Name : _____

Telephone : _____

Please write below your company name as you wish it to appear on your stand fascia and ensure that it matches the company name provided on Form 1, your company's catalogue entry.

Please note the name should be typewritten or printed in block capitals, with a maximum of 24 characters.

Exhibitors who fail to submit this form on the deadline specified will have their name as it appears in the contract. Exhibitors who make changes to the company name on fascia will be charged extra.



Form 4: Exhibitor Stand Contractor

Deadline: 25th March 2019

Please complete and return to:

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Email: cheryl@trade Arabia.net
rohan.steven@trade Arabia.net

Company Details:

Company Name : _____

Contact Name : _____

Telephone : _____

Exhibitors may appoint their own contractor for the purpose of stand building. However all mechanical and electrical works must be installed by the exhibition official contractors. Exhibitors are requested to ensure that their respective contractors observe all rules and regulations. Exhibitors are reminded that they would be responsible for all actions, observance of rules and regulations of their contractors during the entire exhibition from the period of build-up to tear-down of the exhibition.

Our Appointed Stand Contractor is:

Company Name : _____

Address : _____

Telephone : _____ Fax: _____

Email : _____

Website : _____

Contact Name & Designation : _____

Exhibitor using non-official stand contractors is required to pay a Performance Bond (refundable deposit) of BD28.000 /USD75.00 per square meter.

..... sqm x BD28.000 or USD75.00 = BD / USD

Form 7: Furniture

Deadline: 25th March 2019

Company Details:

Stand number : _____

Company Name : _____

Contact Name : _____

Telephone : _____

- City Neon cannot guarantee availability of furniture for any late orders. A 30% surcharge applies to all orders received less than 10 days before buildup and 50% for orders on site.
- All items are based on rental basis only and subjected to stock availability

CODE	ITEM	DIMENSION S (cm)	UNIT COST (USD)	QTY	COST (USD)
MTR2(W/B)	Round table (White/Black)	80dia x 75ht	60		
MTS	Square table	80 x 80 x 75	60		
BT3(W/B)	Bar Table (White/Black)	60 x 110	95		
SD	System desk	100 x 50 x 75	45		
CT1	Coffee table	50 x 50 x 40	40		
CTG5	Coffee table (glass top)	50 x 50 x 40	55		
CTG9	Coffee table (glass top)	80dia x 40	75		
MTC14(W/B)	Meeting chair (White/Black)		35		
MTC4	Meeting chair (Wooden backrest)		45		
MTC15	Meeting chair Amadio(Black armrest)		40		
MTC6	Meeting chair (Black armrest)		65		
BS3	Bar Stool (chrome)		60		
BS12	Bar stool (Metal back rest)		75		
BS10(W/B)	Bar Stool		105		
SC1	Fabric Sofa (Blue, Beige, Grey)	72 x 52 x 77	65		
SCFM	Fabric sofa (Beige) w/arm rest	75 x 69 x 74	85		
WDP	Water Dispenser (c/w 3nos. drum of water 18.9 liters)		230		
LF	Low Fridge		125		
				Total Cost	

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Stand number : _____

Company Name : _____

Contact Name : _____

Telephone : _____

- All items are for rental only. Prices are for show period unless stated.
- Orders will be delivered on receipt of payment.

AV Rentals

Ref	Description	Qty	Unit Price (\$)	Total US \$
1	42" LED TV – Table mount - cabling		400	
2	50" LED TV – Table mount - cabling		650	
3	60" LED TV – Floor mount - cabling		800	
4	Laptop		300	
4	Floor Mount for LED Screen		150	
5	LED Digital Wall	Price on request		
Total				

Broadband Internet

Item	Rental/Installation	No of lines	Total Costs
Internet Mobile Broadband	US\$ = 240		

Temporary Staff

Personnel	Unit Cost/hour (\$)	Qty	Total
Stand Hostess	22		
Other: Please Specify			

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Company Details:

Stand Number : _____

Company Name : _____

Address : _____
 : _____

Telephone : _____ **Fax:** _____

Email : _____

Website : _____

Contact Person (Designation) : _____

I wish to reserve the following advertising in the show catalogue (Tick as appropriate)

Advertising option	Advertising rates
Back Cover	US \$2600
Inside Cover (front and back)	US \$ 2400
Double page spread	US \$ 4200
Full page Colour	US \$ 2000
Half Page Colour	US \$ 1100
Bookmarks	US \$ 2500

Technical Specification	Measurements
Trim Size	210x148mm
Bleed	210x148mm (5 mm bleed on all sides)
Full page type area	190x125mm
Half page horizontal	124x90mm

Artwork

Please supply digital artworks with layout files in InDesign, Illustrator or Photoshop. Logos and fonts to be supplied; pictures in Adobe Photoshop – non compressed (High resolution, 300 dpi, CMYK) not to be embedded but supplied separately. Illustrator EPS (text converted to outline) and PDF high resolution files are also accepted.

- Advertisers must book their advertisement before 25th March 2019.
- Any amendments/additional work on artwork will be charged at cost
- Design and layout services are available at extra charge of \$250 per page. Final text and photos to be supplied by advertiser.

Special Instruction: _____



Form 10: Exhibitor Badge

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Company Details:

Please list below ALL EXHIBITOR PERSONNEL who will be manning your stand at the exhibition.

Stand number : _____

Company Name : _____

Contact Name : _____

Telephone : _____

Attach additional sheet if necessary.

Full Name	Position	Email Address	Mobile Number

- Official Exhibitor badge must be worn by stand personnel at all times during the exhibition.
- Badges can be collected from registration counter upon arrival of the show