

Exhibitor Services Order Form

Information Technology (IT) Services

OMAN CONVENTION
& EXHIBITION CENTRE
مركز عُمان للمؤتمرات والمعارض



Exhibitor Details: Successful delivery of this order is dependent on the correct event and contact details being provided. Any changes to event and contact details shall be communicated to: exhibitorservices@ocec.om

Exhibition Name		Deadline Date	14 Days before move-in
Exhibition Stand Name		Stand No.	
Company Name		Contact Name	
Contact Details - Email		Contact Number	
Billing Address			

Item Description	Qty	OMR	Per U/M	Total OMR	Connectivity Type	
Additional Wired Connection with 10-Meter UTP Cable		11.0	Each/Event		<input type="checkbox"/> Wired (One connection)	<input type="checkbox"/> Wireless
Additional Wired Connection with 3-Meter UTP Cable		4.00	Each/Event		<input type="checkbox"/> Wired (One connection)	<input type="checkbox"/> Wireless
Additional Wired Connection with 7-Meter UTP Cable		7.00	Each/Event		<input type="checkbox"/> Wired (One connection)	<input type="checkbox"/> Wireless
Complimentary Public Wi-Fi for visitors, 1 hour Per session and can be reconnected again. (Light Surfing)		00.00	Each/Event		<input type="checkbox"/> Wired (One connection)	<input type="checkbox"/> Wireless
Dedicated Wi-Fi SSID Add-on clubbed & ordered with wired internet broadband (for exhibitors only) order 8 port switch separate for distribution within the buildup.		40.00	Each/Event		<input type="checkbox"/> Wired (One connection)	<input type="checkbox"/> Wireless
Network Switch Unmanaged – 8 Port Gigabit		31.0	Each/Event		<input type="checkbox"/> Wired (One connection)	<input type="checkbox"/> Wireless
Printer (B/W) Including IT Support, Toner		30.00	Each/Event		<input type="checkbox"/> Wired (One connection)	<input type="checkbox"/> Wireless
Single end-to-end (Fibre/Copper) Connection Service		33.00	Each/Event		<input type="checkbox"/> Wired (One connection)	<input type="checkbox"/> Wireless
Telephone line and conference phone		13.00	Each/Event			
Telephone line and standard handset		10.00	Each/Event			
20 Users Wi-Fi Internet service conducive for light browsing during the exhibition. Username and password will be provided during the event via Landing Page.		240.0	Each/Event			
5 Users Wi-Fi Internet service conducive for light browsing during the exhibition. Username and password will be provided during the event via landing page.		40.00				
Wired Internet Broadband - 100Mbps (One Connection) - 3 meters. RJ45 Cable will be dropped at the booth, it is the responsibility of the stand builder to pull the ordered cabled inside the stand during build-up.		444.0	Each/Event			
Wired Internet Broadband - 200Mbps (One Connection) 3 Meters RJ45 cable will be dropped at the booth, it is the responsibility of the stand builder to pull the ordered cabled inside the stand during build-up.		888.0	Each/Event			
Wired Internet Broadband - 500Mbps (One Connection) 3 Meters RJ45 cable will be dropped at the booth. It is the responsibility of the stand builder to pull the ordered cabled inside the stand during build-up.		1,200.0	Each/Event			

- Additional Wired Connection are subject to availability of Network Points at the specified location.
- All Networking equipment to be provide by the client for Single end-to-end (Fibre/Copper) Connection Rental.

- The most frequently requested services are listed. Pricing is valid from 01 January – 31 December 2022.
- Service order forms received before the deadline date shall result in a 5% discount in the listed price.
- Service order forms received on the 1st day of Move In shall result in a 20% increase in the listed price.
- Incomplete service order forms shall delay processing to finality. Full payment is required upon submission.
- To explore further possibilities connect with: exhibitorservices@ocec.om

Sub Total OMR	
Early Price - 5% OMR	
Late Price + 20% OMR	
Grand Total OMR	

Payment: All payment shall be in Omani Rials (OMR) and received in advance. Once you share this form with ExhibitorServices@ocec.om a service order confirmation with bank details will be shared to proceed with payment.

Kindly email proof of payment (Bank transfer confirmation/remittance) to: exhibitorservices@ocec.om. Quote: Exhibition name and stand number as the reference.

Terms and Conditions:

- All services are subject to availability, and shall be considered confirmed and only be delivered upon full payment.
- All equipment and furniture remain OCEC property unless otherwise specified and shall be installed and removed by authorised OCEC staff only.
- All OCEC equipment and furniture shall remain within the OCEC and be returned in the same condition as delivered. Any damages or loss thereof shall be charged.
- Cancellation of services shall be made within 48 hours of the scheduled delivery date; cancellation thereafter shall incur a cancellation fee up to full price.
- Claims/Disputes shall only be considered prior to an events close.

Return this service order form to: OCEC Exhibitor Services Order Form.

Email: exhibitorservices@ocec.om | www.ocec.om.



Thank you for your business!