



**A EXHIBITOR ADDRESS (for correspondence)**

Company / Organization: .....

Contact Person: .....

Position / Job Title: .....

Postal Address: .....

Country: ..... Postal Code: .....

Telephone: ..... Fax: .....

Email: ..... Website: .....

**B INVOICING OFFICE ADDRESS (If different from above)**

Company / Organization: .....

Contact Person: .....

Position / Job Title: .....

Postal Address: .....

Country: ..... Postal Code: .....

Tel. / Mobile: ..... Fax: .....

Email: .....

**C I WOULD LIKE TO BOOK THE FOLLOWING (Please fill in and tick all appropriate boxes)**

- SPACE ONLY (Minimum 15 sq.m.)** ..... sq.m.@ \$ 595 = \$  
Includes Space, Aisle cleaning and pavilion security, listing and description in the Exhibition Catalogue and listing on the MEPEC website.  
**Book before the 28th February and avail 15% discount sq.m**  
**Book before the 30th April and avail 10% discount Sq.m**
- EQUIPPED SPACE (Minimum 9 sq.m.)** ..... sq.m.@ \$ 695 = \$  
Includes rear and side walls, aisle cleaning and pavilion security, carpet, fascia with company name,1 table,3 chairs, storeroom with lockable door, electricity connection including 1 twin power socket and 4 spotlights, listing and description in the Exhibition Catalogue and listing on the MEPEC Website.  
**Book before the 28th February and avail 15% discount sq.m@\$590**  
**Book before the 30th April and avail 10% discount Sq.m@\$625**

**TOTAL COST = \$** .....

\*VAT may be charged at the time of invoicing, if applicable

## D EXHIBITION STAND RULES AND REGULATIONS

The exhibition stand rules and regulations, covering insurance requirements and Health & Safety policies during the exhibition, can be found in the Exhibitor Manual, which will be available by no later than March 2019.

## E METHOD AND TIMING OF YOUR PAYMENTS

### 100% - Due upon receipt of invoice

**Payment by Telegraphic Transfer in US Dollars**

Beneficiary Name: Middle East Energy Events FZ-LLC  
Bank: Emirates NBD  
Branch: 4128 Dubai Media City  
SWIFT/FED/CHIPS/CHAPS code: EBILAEADXXX  
Account Number: 1024518550202  
IBAN Number: AE850260001024518550202

#### Payment Condition

If payment terms are not met, the organizer shall be entitled to cease this Contract forthwith and forfeit all sums paid by the Exhibitor.

The Organizer reserves the right not to allow the exhibitor to occupy their space or stand unless payment is received in full.

#### Cancellation Policy

In the event of cancellation or termination of this contract by the exhibitor, the exhibitor shall pay to the organizer cancellation charges at the following rates.

1. Cancellation more than 120 days before the first day of the event – 50% of contract value
2. Cancellation 60 to 120 days before the first day of the event – 75% of contract value
3. Cancellation less than 60 days before the first day of the event – 100% of contract value

## F NOTES TO THE CONTRACT

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## G DECLARATION

The duly authorized signatory, acting for and on behalf of the exhibitor company, hereby declares that she/he acknowledges and accepts the regulations as set out in this form and agrees to comply with the provisions contained herein.

#### FOR EXHIBITOR

Signature:   
Name: .....  
Position: ..... Date:   
Place: .....

#### FOR ORGANIZER

Signature:   
Name: .....  
Position: ..... Date:   
Place: .....

## H PLEASE SEND THIS FORM BY EMAIL TO



**MEPEC**<sup>2019</sup>  
MIDDLE EAST PROCESS ENGINEERING  
CONFERENCE & EXHIBITION

#### MEPEC Organizer

**Middle East Energy Events FZ-LLC**

PO Box 478839, Office 606, Studio City Tower, Dubai Studio City, Dubai, UAE  
Tel: +971 4 427 0739, Fax: +971 4 427 0738

Email: [satish@mee-events.com](mailto:satish@mee-events.com)