

IT & TELECOMMUNICATIONS ORDER FORM

Please Return Completed Form to:

e-mail: it.servicedesk@decc.qa

Please fill in or type **BLOCK CAPITALS**

(DECC Cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name	<input type="text"/>	Exhibition Date	<input type="text"/>
Hall Number	<input type="text"/>	Stand Number	<input type="text"/>
Stand Name	<input type="text"/>	Date of Order	<input type="text"/>

ORDER CONTACT DETAILS

First Name	<input type="text"/>	Last Name	<input type="text"/>
Job Title	<input type="text"/>	Contractor	<input type="checkbox"/>
		Exhibitor	<input type="checkbox"/>
		Agent	<input type="checkbox"/>
Company Name	<input type="text"/>		
Company Address	<input type="text"/>		
City	<input type="text"/>	PO BOX	<input type="text"/>
		Country	<input type="text"/>
Direct No.	<input type="text"/>	Mobile No.	<input type="text"/>
Email Address	<input type="text"/>		
On-site Rep Name	<input type="text"/>	On-site Contact No.	<input type="text"/>

Important Notice: Please contact IT Department on build-up start day to prepare IT services to avoid technical difficulties.
IT Support Contact: +974 4033 1334 - Network Support Contact: +974 4033 1335 e-mail: support@decc.qa

SELECT RATE

**IT
ORDER FORM**

Wired (LAN) Internet

Wired Services	Early Rate QAR Per Day	Standard Rate QAR Per Day	Late Rate QAR Per Day	Unit QTY	No. of Days	Total Amount QAR
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
5 Mbps Internet via LAN data port	420	530	635			
10 Mbps Internet via LAN data port	790	900	1080			
20 Mbps Internet via LAN data port	1055	1500	1800			
Custom Bandwidth Internet via LAN data port (50+ Mbps)	RFQ	RFQ	RFQ			
VLAN network configuration (per 25 ports)	250	300	360			
VPN Client - Third Party Service Request Per Configuration	150	180	215			
Public IP Address (per IP)	RFQ	RFQ	RFQ			

Service Description	Service Start Date	Service Start Time	Service End Date	Service End Time

Wireless Internet

Wireless Services	Early Rate QAR Per Day	Standard Rate QAR Per Day	Late Rate QAR Per Day	Unit QTY	No. of Days	Total Amount QAR
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
5 Mbps Wireless Internet with Personalized Wi-fi Name for 5 Users	475	600	720			
10 Mbps Wireless Internet with Personalized Wi-fi Name for 5 Users	850	1020	1220			
20 Mbps Wireless Internet with Personalized Wi-fi Name for 5 Users	1100	1320	1580			
Custom Wireless Internet with Personalized Wi-fi Name for 5 users (50+ Mbps)	RFQ	RFQ	RFQ			
Additional Wireless Users (per User)	60	70	85			
20 Mbps Public Wi-Fi access	1530	2160	2590			
30 Mbps Public Wi-Fi access	2025	2430	3240			
50 Mbps Public Wi-Fi access	3015	3620	4340			
Custom Public Wireless with Personalized Wi-fi (50+ Mbps)	RFQ	RFQ	RFQ			
Wireless Network without Internet (Only WLAN) - 5 users	400	480	575			

Service Description	Service Start Date	Service Start Time	Service End Date	Service End Time

**IT
ORDER FORM**

Cabling

IT Cabling	Early Rate QAR Per Day	Standard Rate QAR Per Day	Late Rate QAR Per Day	Unit QTY	No. of Days	Total Amount QAR
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
Cable Cat6 Up to 20 meters	80	95	115			
Network Cable Cat6 RJ45 Custom Made (20+ meters)	115	185	220			
On Stand Network Cabling (Regardless of length)	350	420	505			
Fiber connection	750	900	1080			

Equipment

IT Equipment	Early Rate QAR Per Day	Standard Rate QAR Per Day	Late Rate QAR Per Day	Unit QTY	No. of Days	Total Amount QAR
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
24" Monitor	60	75	90			
8 Ports Network Switch (unmanageable)	230	275	330			
12 Ports Network Switch	270	325	390			
24 Ports Network Switch	745	895	1075			
A3/A4 Color MFP Printer/Copier	650	780	935			
A4 Color MFP Printer	290	350	420			
All in One Desktop/PC	180	215	260			
Laptop/Notebook	165	200	240			
Wireless Access Point	210	250	300			
Wireless Keyboard & Mouse	50	60	70			

Service Description	Service Start Date	Service Start Time	Service End Date	Service End Time

**IT
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Telephony

Telephony Services	Early Rate QAR Per Day	Standard Rate QAR Per Day	Late Rate QAR Per Day	Unit QTY	No. of Days	Total Amount QAR
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
Telephone Line & handset Local & Mobile calls	200	240	290			
IP Tele-Line for POS - Credit Card	250	300	360			
IP Telephone Line & handset international calls	120	145	175			

Support

IT Support	Early Rate QAR Per Day	Standard Rate QAR Per Day	Late Rate QAR Per Day	Unit QTY	No. of Days	Total Amount QAR
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
AV Support Technician	700	840	1010			
IT Network Specialist	RFQ	RFQ	RFQ			
IT Support Technician	700	840	1010			

Service Description	Service Start Date	Service Start Time	Service End Date	Service End Time

CONDITIONS OF SALE

Service Order Submission and Acceptance

- QBEC is the sole provider of Internet services within DECC
- Service requests are confirmed and accepted by the QBEC only after the order form is appropriately filled out, signed, and stamped by the client.
- QBEC reserves the right to reject the provision of services based on the submission date of the request, as there are no obligations to deliver services if timing or resource constraints prevent fulfillment. In such cases, QBEC will suggest alternative solutions where feasible.

Wireless Internet Guidelines

- It is forbidden to install or operate devices that propagate a wireless signal, as these will cause interferences in the general services provided at the venue. Examples of what is not allowed can be found below:
 - Wi-Fi access points, also known as Wi-Fi routers.
 - Mobile hotspots (sharing your mobile Internet connection, thus creating a Wi-Fi network).
 - MiFi devices.
 - Beacons.
- Exhibitors using wireless microphones, cameras, or other RF devices must share frequency details with QBEC in advance. This ensures no interference with DECC's in-house systems or other exhibitors.
- In the interests of every exhibitor, unauthorized wireless networks will be detected and shut down.
- Failure to comply with these guidelines may negatively affect the performance of the wireless services provided by QBEC.
- The Wi-Fi service is provided throughout the exhibition halls by QBEC. This service is provided exclusively in the 5GHz band that allows a better performance in crowded areas. All smartphones, tablets and laptops released in recent years will run 5GHz Wi-Fi.
- Exhibitors should ensure that 5GHz compatible devices are used for the Event.
- QBEC shall not be held liable for any disruption, degradation, or loss of connectivity caused by unauthorized wireless devices.
- In the event of non-compliance, QBEC reserves the right to disconnect or block any unauthorized equipment without prior notice.

Printing Services

- A3/A4 Color MFP Printer/Copier: 650 QAR per day, inclusive of the first 2,000 printouts. Additional printouts will be charged at QAR 0.20 each.
- A4 Color MFP Printer: QAR 290 per day, inclusive of the first 250 printouts. Additional printouts will be charged at QAR 1 each.

Liability

- QBEC is not liable for service interruptions due to force majeure, client misuse, or third-party failures (e.g., power outages, internet provider issues).
- Customers are responsible for damages to equipment caused by negligence or improper use, with repair or replacement costs billed accordingly.
- QBEC is not responsible for the support or maintenance of any IT devices, equipment, or applications brought or utilized by the client.

Cancellation Policy

- Cancellations made >30 days before move-in: Full refund of payment.
- Cancellations made <29 and >=10 days before move-in: 50% refund of payment.
- Cancellations made <9 days before move-in or after setup begins: No refund.

Note: In the event that QBEC has incurred costs related to the provision of services prior to cancellation (e.g., equipment procurement, setup, or labor), the client is responsible for covering 100% of the service price, regardless of the cancellation timing.

Communication Channel for the IT services

All requests for technical assistance or support must be submitted via email to:

- support@decc.qa

Total Items Ordered	
Total Amount QAR	

Official Stamp & Signature

Payment Method *Payment should be made only on receiving your pro-forma invoice*

BANKING DETAILS

QATAR BUSINESS EVENTS CORPORATION

Qatar National Bank (QNB)

Account No: 0013-070329-002

IBAN No.: **QA80 QNBA 0000 0000 0013 0703 2900 2**

Swift Code: QNBAQAQA

If payment is made by electronic transfer, please forward a copy of the transaction slip via email it.servicedesk@decc.qa