

SECURITY & HSE SERVICE ORDER FORM

Please Return Completed Form to:

e-mail: hsse@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"/>	Stand Size	<input type="text"/>

EXHIBITOR'S 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"/>
Email Address	<input type="text"/>		
Direct No.	<input type="text"/>	Mobile No.	<input type="text"/>
Email Address	<input type="text"/>		<input type="text"/>
On-Site Rep	<input type="text"/>	Mobile No.	<input type="text"/>

NOTE:

- All Security Services shall be ordered through DECC Venue Services.
- Security Services through DECC are compulsory. No other Security supplier will be allowed into the venue unless with prior approval of DECC management.
- All Security Services requests should be ordered at least 72 hours in advance to ensure availability.

SELECT RATE

**SECURITY & HSE
ORDER FORM**

SECURITY & HSE SERVICE ORDER FORM

MOVE IN/BUILD-UP

ITEM DESCRIPTION	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	DURATION			
	Seven (7) calendar days prior to the build-up start date	Two (2) calendar days prior to the build-up start date	Two (2) calendar days prior to the official live start date	QTY	DATE		SHIFT SLOT
					Start	End	
Security Supervisor	79 Per Hour	82 Per Hour	87 Per Hour				
¹ Security Guard	65 Per Hour	70 Per Hour	76 Per Hour				
¹ Female Security Guard	76 Per Hour	81 Per Hour	86 Per Hour				
² Female Security Guard (Arabic Speaking)	89 Per Hour	92 Per Hour	98 Per Hour				
³ Fire Warden	58 Per Hour	62 Per Hour	64 Per Hour				
⁴ HSE Officer	94 Per Hour	97 Per Hour	105 Per Hour				

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LIVE DAYS

ITEM DESCRIPTION	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	DURATION			
	Seven (7) calendar days prior to the build-up start date	Two (2) calendar days prior to the build-up start date	Two (2) calendar days prior to the official live start date	QTY	DATE		SHIFT SLOT
					Start	End	
Security Supervisor	79 Per Hour	82 Per Hour	87 Per Hour				
¹ Security Guard	65 Per Hour	70 Per Hour	76 Per Hour				
¹ Female Security Guard	76 Per Hour	81 Per Hour	86 Per Hour				
² Female Security Guard (Arabic Speaking)	89 Per Hour	92 Per Hour	98 Per Hour				
³ Fire Warden	58 Per Hour	62 Per Hour	64 Per Hour				
⁴ HSE Officer	94 Per Hour	97 Per Hour	105 Per Hour				

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MOVE OUT/BREAK DOWN

ITEM DESCRIPTION	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	DURATION			
	Seven (7) calendar days prior to the build-up start date	Two (2) calendar days prior to the build-up start date	Two (2) calendar days prior to the official live start date	QTY	DATE		SHIFT SLOT
					Start	End	
Security Supervisor	79 Per Hour	82 Per Hour	87 Per Hour				
¹ Security Guard	65 Per Hour	70 Per Hour	76 Per Hour				
¹ Female Security Guard	76 Per Hour	81 Per Hour	86 Per Hour				
² Female Security Guard (Arabic Speaking)	89 Per Hour	92 Per Hour	98 Per Hour				
³ Fire Warden	58 Per Hour	62 Per Hour	64 Per Hour				
⁴ HSE Officer	94 Per Hour	97 Per Hour	105 Per Hour				

NOTE:

- Security staff service will be invoiced on a 8 hr minimum basis.
- Over 8 hrs will be charged as a 12 hrs shift, each individual will be a maximum of 12 hrs.
- ¹ Specific dress requirements outside of standard issued uniforms may be subject to additional charges, POA.
- ² Arabic speaking female guards are available for a maximum shift length of 8 hrs and only between the hours of 09:00 till 23:00.
- ³ Should event activities demand an isolation of the fire and environmental sensor system a mandated fire warden will be required per individual event space. Exhibitors not complying may have their event activities curtailed and/or cancelled without notice.
- ⁴ A mandatory HSE officer will be appointed by DECC for the entirety of the event including periods before and after live days. The organizer may wish to have their own appointee, however this will be subject to DECC's approval upon submission of a proof of qualification.

SECURITY & HSE SERVICE ORDER FORM

TOTAL AMOUNT 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 hsse@decc.qa

CONDITIONS OF SALE

The price quoted does not include any taxes or levies applicable in Qatar or in any Country, the same will have to be borne by the customer and is not the responsibility of DECC.

Advanced payment of all orders is compulsory. No account or credit facilities are available.

All orders are subject to availability.

Successful delivery of your order is dependent on accurate ordering information been provided.

Claims/Refunds will not be considered unless filed in writing prior to the close of the event.

Cancellation of services must be made 72 hours in advance. Any cancellation made less than 72 hours of delivery date will be subject to a cancellation fee of up to the 100% of the total service order value.

Cautionary Note:

In the event of a security lockdown due to VVIP attendance, services may be delayed or curtailed due to the actions of external government bodies.