



PERFORMANCE BOND

(To be filled by the Contractor)

DEADLINE 1 September 2021

Please complete and return this form to:

INDEX® Conferences & Exhibitions Organisation Est.

INDEX Holding Headquarters | Road # D-62, Opposite Nad Al Hamar

P.O. Box: 13636, Dubai, United Arab Emirates | Tel + 971 4 520 8888 | Fax + 971 4 338 4193

E-mail: info@nscf.ae | Website: nscf.ae

All **SPACE-ONLY** contractors must provide a refundable performance bond of AED. 500/sqm, paid to organizers- INDEX Conferences & Exhibitions Org. Est. This amount will be used towards any damages caused by the contractor during the build-up or tear-down of stands. Any costs borne by the official contractor will be deducted from the bond without prior notice and/or approval. This includes (but is not restricted to) non-completion of work, unpaid orders and venue fees/fines. Contractors may not commence build-up before the bond is handed over to organizers – INDEX Conferences & Exhibitions Org. Est.

- ◆ The Performance Bond is to be in the form of a current –dated cheque made out to INDEX & Conferences and Exhibitions Org. Est. The maximum amount of this bond is AED 50,000. Should there be any further fines incurred, the exhibitor and their contractor will be informed accordingly.
- ◆ **The contractor shall be allowed to start the work in exhibition halls or any other venues only when this performance bond is in place and the letter of undertaking has been signed and returned to the organizer accordingly.**

REFUND PROCESS:

- ◆ The Performance Bond is refundable after 3 weeks from the end of the exhibition. However, the refundable amount will be subject to the application of penalties for any breach of the conditions mentioned in the Letter of Undertaking.
- ◆ The deadline to submit the Performance Bond is on 1 September 2021 you can send this form along with the cheque to the Organizer's office (Index Conferences & Exhibitions) between hours of 14:00 – 17:00 Sunday to Thursday only.

Company Name: _____

Contact Person: _____ Designation: _____

Address: _____

P.O. Box: _____ City/ Country: _____ Email: _____

Tel: _____ Mobile: _____ Fax: _____

Signature: _____ Date: _____ Company Stamp: _____