# International Telecommunication Union (ITU) Plenipotentiary Conference (PP-26)

## Attending Delegates Social Event Rate Cards

Delegate Service Request (accompany the attached rate cards for Social Event Areas 1, 2 and 3.)

| REQUESTING DELEGATION | |
|---|---|
| Name of delegation | |

| BRIEF DESCRIPTION OF SERVICES REQUESTED (including timing) |
|---|
| |

| SUPREME COMMITTEE FOR DELIVERY & LEGACY | |
|---|---|
| Doc. Ref | |
| Name | |
| Title / position | |
| Signature | |
| Date | |
| **DELEGATE** | |
| Name | |
| Title / position | |
| Signature | |
| Date | |

## ITU PP-26

# Social Event Area Pearl / Capacity 800 pax

# RATE CARD

The largest of the three social event areas.

| Product | Event Number | Quantity | Price QAR |
|---|---|---|---|
| **AREA-SPECIFIC PRODUCTION PACKAGE** | | | |
| LED screen 8 m x 4 m | 1 | 1 screen | 7,500 / screen / event |
| Stage with finished carpet and side branding | 1 | | 750 / sq m |
| Stage 8 m x 3.6 m x 0.6 m high; steps right; ramp left | 1 | 28.8 sq m | **21,600 total** |
| **AUDIOVISUAL EQUIPMENT AND SUPPORT** | | | |
| Stage lights, T-truss, no rigging | 1 | 1 event | 12,000 / event |
| Wireless handheld microphone | 1 | 1 piece | 200 / piece |
| Wireless lavalier microphone | 1 | 1 piece | 200 / piece |
| AV crew | 1 | 1 shift | 1,200 / shift |
| Sound system | 1 | 1 event | 8,500 / event |
| **MARKETING** | | | |
| Flags 1 x 1.5 m | 1 | 1 piece | 900 / piece |
| Paper gift bags | 1 | 1 piece | 25 / piece |
| Notebooks | 1 | 1 piece | 55 / piece |
| Pens | 1 | 1 piece | 19 / piece |
| Brand wall 3 x 5 m | 1 | 1 piece | 9,000 / piece |
| Branded wristband (fabric) | 1 | 1 piece | 6 / piece |

Final information and approved artwork for all marketing items must be received at least 10 days before the event. Delivery will remain subject to the agreed production timelines and timely approval of all required materials. ( Focal Point for AV Set UP : Jacqueline Guzman j.guzman@loc.qa & Mziia – mziia@zoomarts.com)

# ITU PP-26
# Social Event Area Pearl / Capacity 800 pax
# RATE CARD CONTINUED

| Product | Event Number | Quantity | Price QAR |
|---|---|---|---|
| **CATERING OPTIONS** | | | |
| Morning Coffee Break | 1 | per person | 55 |
| Breakfast 1 | 1 | per person | 75 |
| Breakfast 2 | 1 | per person | 75 |
| Lunch 1 | 1 | per person | 150 |
| Lunch 2 | 1 | per person | 150 |
| Lunch 3 | 1 | per person | 150 |
| Evening Reception 1 | 1 | per person | 125 |
| Evening Reception 2 | 1 | per person | 125 |
| Evening Reception 3 | 1 | per person | 125 |
| **FACILITIES AND SUPPORT** | | | |
| Extended event operating time | 1 | | 200 / hour |
| Floor manager | 1 | | 2,000 / shift |
| Host or hostess | 1 | | 1,000 / shift |
| Technical crew member | 1 | | 1,200 / shift |
| Electrician | 1 | | 700 / shift |
| Cleaning team | 1 | | 500 / shift |
| **INTERPRETATION SERVICES (STANDARD EVENT DURATION: 30 MINUTES TO 3 HOURS)** | | | |
| Translation system | 1 | 1 event | 2,500 / event |
| Translation headsets | 1 | 1 headset | 35 / headset |
| Translation console | 1 | 1 console | 750 / console |
| Translation booth | 1 | 1 booth | 1,000 / booth |
| English–Arabic interpreters | 1 | 2 interpreters | 5000 / interpreters |
| Other-language interpreters | 1 | By request | Minimum 1 week advance notice |
| | | **TOTAL QAR** | |

To plan and order catering services for social events hosted within DECC, please direct your queries to Lamia Hiam, F&B Manager at the venue (lhiam@decc.qa).)

# ITU PP-26
# Social Event Area Sidra / Capacity 800 pax
# RATE CARD

| Product | Event Number | Quantity | Price QAR |
|---|---|---|---|
| **AREA-SPECIFIC PRODUCTION PACKAGE** | | | |
| LED screen 8 m x 4 m | 1 | 1 screen | 7,500 / screen / event |
| Simple stage with finished carpet and side branding | 1 | | 750 / sq m |
| Stage 8 m x 3.6 m x 0.6 m high; steps right; ramp left | 1 | 28.8 sq m | **21,600 total** |
| **AUDIOVISUAL EQUIPMENT AND SUPPORT** | | | |
| Stage lights, T-truss, no rigging | 1 | 1 event | 12,000 / event |
| Wireless handheld microphone | 1 | 1 piece | 200 / piece |
| Wireless lavalier microphone | 1 | 1 piece | 200 / piece |
| AV crew | 1 | 1 shift | 1,200 / shift |
| Sound system | 1 | 1 event | 8,500 / event |
| **MARKETING** | | | |
| Flags 1 x 1.5 m | 1 | 1 piece | 900 / piece |
| Paper gift bags | 1 | 1 piece | 25 / piece |
| Notebooks | 1 | 1 piece | 55 / piece |
| Pens | 1 | 1 piece | 19 / piece |
| Brand wall 3 x 5 m | 1 | 1 piece | 9,000 / piece |
| Branded wristband (fabric) | 1 | 1 piece | 6 / piece |

Final information and approved artwork for all marketing items must be received at least 10 days before the event. Delivery will remain subject to the agreed production timelines and timely approval of all required materials. . ( Focal Point for AV Set UP : Jacqueline Guzman j.guzman@loc.qa & Mziia – mziia@zoomarts.com)

# ITU PP-26
# Social Event Area Sidra / Capacity 800 pax
# RATE CARD CONTINUED

| Product | Event Number | Quantity | Price QAR |
|---|---|---|---|
| **CATERING OPTIONS** | | | |
| Morning Coffee Break | 1 | per person | 55 |
| Evening Coffee Break | 1 | per person | 125 |
| Breakfast 1 | 1 | per person | 75 |
| Breakfast 2 | 1 | per person | 75 |
| Lunch 1 | 1 | per person | 150 |
| Lunch 2 | 1 | per person | 150 |
| Lunch 3 | 1 | per person | 150 |
| Evening Reception 1 | 1 | per person | 125 |
| Evening Reception 2 | 1 | per person | 125 |
| Evening Reception 3 | 1 | per person | 125 |
| **FACILITIES AND SUPPORT** | | | |
| Extended event operating time | 1 | | 200 / hour |
| Floor manager | 1 | | 2,000 / shift |
| Host or hostess | 1 | | 1,000 / shift |
| Technical crew member | 1 | | 1,200 / shift |
| Electrician | 1 | | 700 / shift |
| Cleaning team | 1 | | 500 / shift |
| **INTERPRETATION SERVICES (STANDARD EVENT DURATION: 30 MINUTES TO 3 HOURS)** | | | |
| Translation system | 1 | 1 event | 2,500 / event |
| Translation headsets | 1 | 1 headset | 35 / headset |
| Translation console | 1 | 1 console | 750 / console |
| Translation booth | 1 | 1 booth | 1,000 / booth |
| English–Arabic interpreters | 1 | 2 interpreters | 5000 / interpreters |
| Other-language interpreters | 1 | By request | Minimum 1 week advance notice |
| | | **TOTAL QAR** | |

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# ITU PP-26
# Social Event Area Suhail / Capacity 600 pax
# RATE CARD

| Product | Event Number | Quantity | Price QAR |
|---|---|---|---|
| **AREA-SPECIFIC PRODUCTION PACKAGE** | | | |
| LED screen 8 m x 4 m | 1 | 1 screen | 7,500 / screen / event |
| Stage with finished carpet and side branding | 1 | | 750 / sq m |
| Stage 8 m x 3.6 m x 0.6 m high; steps right; ramp left | 1 | 28.8 sq m | **21,600 total** |
| **AUDIOVISUAL EQUIPMENT AND SUPPORT** | | | |
| Stage lights, T-truss, no rigging | 1 | 1 event | 12,000 / event |
| Wireless handheld microphone | 1 | 1 piece | 200 / piece |
| Wireless lavalier microphone | 1 | 1 piece | 200 / piece |
| AV crew | 1 | 1 shift | 1,200 / shift |
| Sound system | 1 | 1 event | 8,500 / event |
| **MARKETING** | | | |
| Flags 1 x 1.5 m | 1 | 1 piece | 900 / piece |
| Paper gift bags | 1 | 1 piece | 25 / piece |
| Notebooks | 1 | 1 piece | 55 / piece |
| Pens | 1 | 1 piece | 19 / piece |
| Brand wall 3 x 5 m | 1 | 1 piece | 9,000 / piece |
| Branded wristband (fabric) | 1 | 1 piece | 6 / piece |

Final information and approved artwork for all marketing items must be received at least 10 days before the event. Delivery will remain subject to the agreed production timelines and timely approval of all required materials. . ( Focal Point for AV Set UP : Jacqueline Guzman j.guzman@loc.qa & Mziia – mziia@zoomarts.com)

# ITU PP-26
# Social Event Area Suhail / Capacity 600 pax
# RATE CARD CONTINUED

| Product | Event Number | Quantity | Price QAR |
|---|---|---|---|
| **CATERING OPTIONS** | | | |
| Morning Coffee Break | 1 | per person | 55 |
| Evening Coffee Break | 1 | per person | 125 |
| Breakfast 1 | 1 | per person | 75 |
| Breakfast 2 | 1 | per person | 75 |
| Lunch 1 | 1 | per person | 150 |
| Lunch 2 | 1 | per person | 150 |
| Lunch 3 | 1 | per person | 150 |
| Evening Reception 1 | 1 | per person | 125 |
| Evening Reception 2 | 1 | per person | 125 |
| Evening Reception 3 | 1 | per person | 125 |
| **FACILITIES AND SUPPORT** | | | |
| Extended event operating time | 1 | | 200 / hour |
| Floor manager | 1 | | 2,000 / shift |
| Host or hostess | 1 | | 1,000 / shift |
| Technical crew member | 1 | | 1,200 / shift |
| Electrician | 1 | | 700 / shift |
| Cleaning team | 1 | | 500 / shift |
| **INTERPRETATION SERVICES (STANDARD EVENT DURATION: 30 MINUTES TO 3 HOURS)** | | | |
| Translation system | 1 | 1 event | 2,500 / event |
| Translation headsets | 1 | 1 headset | 35 / headset |
| Translation console | 1 | 1 console | 750 / console |
| Translation booth | 1 | 1 booth | 1,000 / booth |
| English–Arabic interpreters | 1 | 2 interpreters | 5000i / interpreters |
| Other-language interpreters | 1 | By request | Minimum 1 week advance notice |
| | | **TOTAL QAR** | |

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