


# Stand Fitting Order Form

## Extra Requirements



Please return this form as soon as possible. A VAT invoice will follow once processed.

<b>Show / Exhibition</b>	Woking Means Business, HG Wells Conference & Events Centre, Woking		
<b>Dates (Inclusive)</b>	Wednesday 18th October 2017		
<b>Company Name</b>			
<b>Address</b>			
<b>Contact Name</b>		<b>Stand Number</b>	
<b>Telephone No</b>		<b>E-mail Address</b>	
<b>Extras</b>		<b>Qty</b>	<b>Cost</b>
Extra fascia title (for corner stands) in std style & size			£10.00 each
Alternative coloured wall panels (other than grey)			£30.00 per side
1m x 1m cubicle, 2.44m high with lockable door			£80.00 each
Extra panel 1m x 2.44m high			£20.00 each
Platform (45mm) with carpet (carpet colour required)			£30.00 per m <sup>2</sup>
Counters in blue and grey with beech top, 1.2m x 0.6m x 0.8m			£30.00 each
 <p style="text-align: center;"><b>Full Graphics Service Available Price on Application</b></p>		<b>Net Total</b>	
		<b>VAT @ Current Rate</b>	
		<b>Total Due</b>	
<b>Payment Authorisation</b>	(Please note credit card transactions are subject to a 2.5% surcharge)		
<b>Card Type (debit or credit)</b>			
<b>Name (as it appears on card)</b>			
<b>Registered Card Address</b>			
<b>Card Number</b>			
<b>Start Date</b>		<b>Expiry Date</b>	
<b>Card Security Code</b>	(last 3 digits printed on the signature panel on the back of the card)		

I, the card holder, do hereby authorise the payment to be taken from my credit/debit card as detailed above

<b>Signed</b>		<b>Dated</b>	
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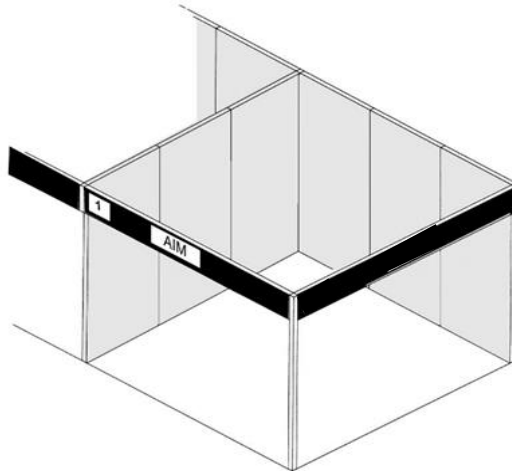


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Please indicate below on the plan showing the position of any extra stand fittings, or forward to us a separate plan with details of your required specifications. **N.B.** If no diagram is provided, extra items will be positions at our discretion and charges will be made for any changes



- ➔ Shell units are made up of 2.44m high c 1.0m wide flush fitting panels, made of light grey polyweave, Velcro compatible materials
- ➔ The fascia is 300mm deep covered with blue polyweave, Velcro compatible fabric
- ➔ Aluminium corner poles are 38mm x 38mm
- ➔ Each open side to the stand is supplied with a company title board and stand number
- ➔ It a stand has an open front in excess of 6m, then an aluminium pole will be required in the middle

### Terms and Conditions

- ➔ All items are on hire for this exhibition only
- ➔ Under no circumstances must anything be nailed, crewed or glued to the shell scheme.
- ➔ Hire items damaged or lost will be charged at the cost to repair or replace.
- ➔ All orders must be received and paid for in full 14 days before the show
- ➔ Orders received late will be subject to a £30.00 + VAT late booking administration charge

I / We agree to the hire terms and conditions above

<b>Signed</b>	
<b>Print Name</b>	
<b>Date</b>	