

Information regarding the Stand Package

The Stand Package includes:

Shell Scheme (Booth)
Nameboard
Two Spotlights
Electricity Supply (500w)
Stand furniture
Wi-Fi

Please refer to your Booking Contract for the size of your stand.

Nameboard

One name board flag is supplied on each stand in matt vinyl black capital lettering on white card.

Spotlights and Electric Sockets

Your stand will be illuminated with two off spotlights. This is included in the cost of your stand package and will include all the lighting you need.

Each stand will also be equipped with one 4 amp socket. This is also included the cost of your stand. However, if you do wish to add additional lighting or power supply, you are welcome to do so at an extra charge. To do this, liaise directly with Hirex, our stand contractors on tel: 0161 723 6100.

Furniture

All stands will be supplied with a table and a minimum of four chairs. Please inform the stand organiser in advance if you wish to change this in any way and we will be more than happy to try and meet your requirements.

Wi-Fi

The Exhibitor Pack located on your stand will include your Wi-Fi password. The password will also be available at the Reception Desk.

Prohibited Materials

Please note that due to risk of damage to lighting and ventilation equipment, balloons are not allowed in the exhibition hall. The venue also reserves the right to refuse any other materials that may pose a threat to health and safety.

**THE FINANCE, BUSINESS &
MANAGEMENT FAIR
THURSDAY 16th OCTOBER, 2014
MANCHESTER CENTRAL CONVENTION CENTRE**

Index Use	2495/295
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NAMEBOARD ORDER FORM

For Shell Scheme stands only

Stand No.

Deadline Date - 16th September 2014

Your Company name **ONLY** will be produced in Arial Bold CAPITAL lettering

Any other styles must be paid for and will only be allowed if approved by the organiser

Please print below in CAPITALS the exact wording you require on your nameboard.

Maximum 30 characters - 1 line only

2 line Nameboard available - POA

N.B. Abbreviations will be used in all cases i.e. Limited—Ltd.

OPTION A - Nameboard included in stand package.

or you can upgrade your nameboard:

	Price	Quantity
OPTION B Add your logo to standard nameboard above (artwork required in eps or illustrator format)	£53.90 (each)	

Company Name:	
Address:	
Postcode:	
Telephone:	Facsimile:
Contact Name:	
Email:	

If we do not receive this form completed by the above date then your nameboard will be produced using the name taken from your stand booking form supplied to us by the organiser.

Nameboards cannot be altered on site

Hirex
Specialists in Exhibition Construction

1 Lomax St, Radcliffe,
Manchester, M26 1PX.
Telephone: 0161 723 6100
Facsimile: 0161 723 4744
Email: admin@hirex.co.uk

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ADDITIONAL STANDFITTING ORDER FORM

For Shell Scheme stands only

Stand No.

Deadline Date - 16th September 2014

* to qualify for 20% early order discount please see information below.

Item	Price	Quantity	Total
1. Extra Panels - 1000mm (graphic image optional extra - see 11) (Full height)	£50.90		
2. Extra Panels - 500mm (Full height)	£32.45		
3. 1m Wire Display Rack (not into corners of stands)	£28.70		
4. Shelves - 1000mm x 240mm	£23.00		
5. Garment Rail (1m section)	£23.00		
6. A4 Zed-Up Lite (free standing literature rack)	£44.00		
7. A4 Wallmount Leaflet Dispenser	£12.70		
8. Store Room with Lockable Door (into corner-1m x 1m)	£149.00		
9. Fold up Counter 960mm(l) x 610mm(d) x 915mm(h)	£43.50		
10. Click Integral Counter with Lockable Sliding Doors	£91.00		
11. Full Colour Graphic Options Available (please call for details)	POA		
12. Lockable Computer Plinth with Internal Shelves	POA		
13. Colour Change (stock) to existing panel (Per 1m x 2.4m face—colour on app.)	£44.80		
14. Small LCD Fixed or Pivoting Mount (Screens up to 24" only)	£27.60		
15. Large LCD Mounting Kit (Screens over 24" only)	£125.00		
16. *Slat Walling (Per 1m x 2.4m face)	£90.00		
*Muslin Ceiling - Black or White (Size: ____m x ____m , price per m.sq.)	£12.40		
MDF clad panels			
*MDF clad panel (unfinished including fitting) (Per lin.m)	£72.00		
*MDF clad panel (finished in white paint, including fitting) (Per lin.m)	£96.00		
*MDF clad panel (finished in clients own paint, N/B please contact Manchester office for details) (Per lin.m)	£96.00		

*** Please note the early order discount does not apply to these items**

Deadline Date for Cladding: Tuesday 16th September 2014

NB: Any MDF Clad panels ordered after **16th September 2014**
will be subject to a 50% surcharge and finished in white paint only.

No goods will be supplied unless full payment is received

Please return this form to the address below with full payment by the above deadline date to receive 20% discount.

Any items requested on site will be supplied subject to availability and will incur a 25% surcharge.

20% discount (if applicable)	
Sub Total	
3% surcharge for credit card payments	
Total	
Vat 20%	
Total	

HIREX
Specialists in Exhibition Construction

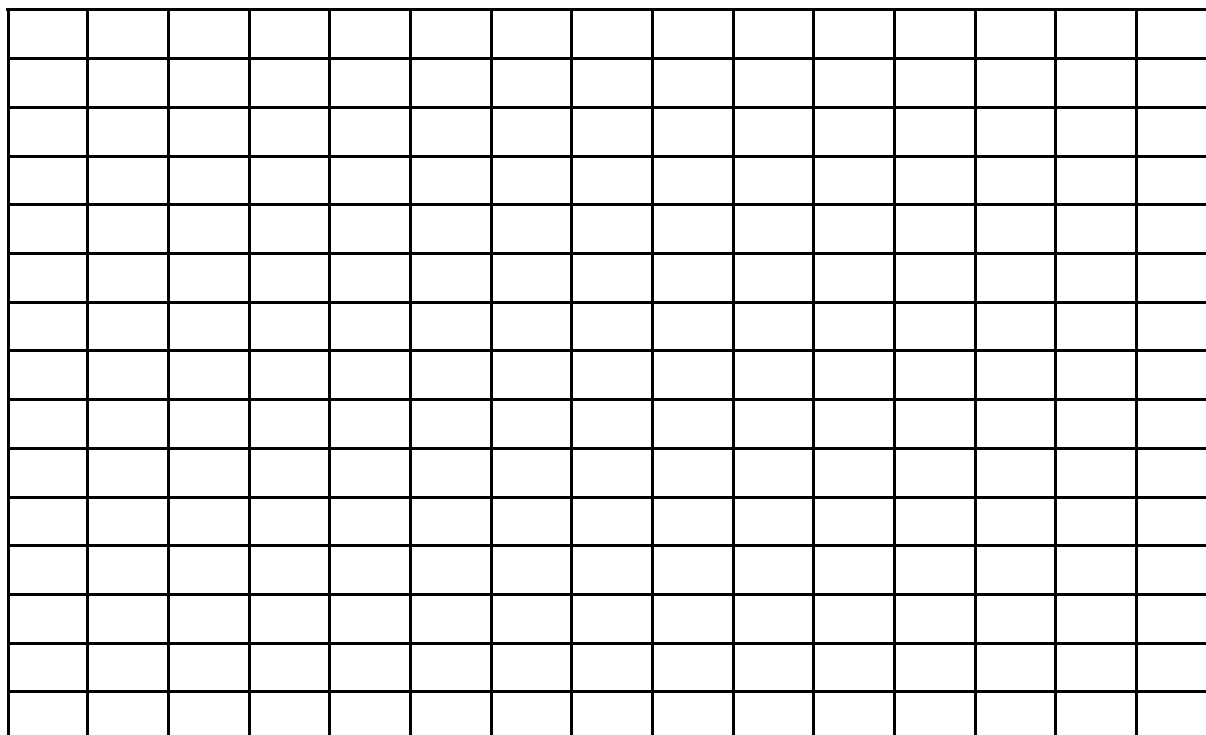
1 Lomax St, Radcliffe,
Manchester, M26 1PX.
Telephone: 0161 723 6100
Facsimile: 0161 723 4744
Email: admin@hirex.co.uk

THE FINANCE, BUSINESS & MANAGEMENT FAIR THURSDAY 16th OCTOBER, 2014 MANCHESTER CENTRAL CONVENTION CENTRE

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E.C.	
BOMPAC	
PAYMENT	

SHELL SCHEME INFO

Stand No.



FRONT OF STAND

Please use the 1 square = 1m grid in conjunction with your exhibitor order form to indicate the extras you require.
Please give the position and heights of shelves & wire racks etc.

Panels

Panels in Black, Grey, Red and Blue are covered in fire retardant material which accepts Velcro fixings. Graphics can be attached to stands directly with Velcro (maximum width between uprights is 945mm).

White panels are smooth faced, graphics can be attached directly with 'sticky tabs' or blu-tack (maximum width between uprights is 945mm).

Under no circumstances must anything be nailed, screwed or glued to the shell scheme panels or metalwork of the stand. All damage will be charged to the exhibitor at full replacement cost. Panels are attached to each other by aluminium uprights which stand 20mm proud.

Exhibitors with larger graphics should contact Index for advice.

Space Only Sites

Space only sites are not permitted to attach anything to the adjoining shell scheme.

Exhibitors taking space only sites backing onto, surrounded by or adjoining shell scheme stands, should not assume that panels facing their stand will be finished. We are not contracted to supply finished panels (i.e covered with material) to these sites.

Space only exhibitors booking stands between shell scheme sites must deduct 55mm from overall measurements to fit within the allotted space (e.g. a 3m x 2m space only site would in fact have a floor dimension of 2945mm x 1945mm).

Failure to note this will mean that your stand may not fit in the allotted site.

Hirex reserve the right to amend specification without notice

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1 Lomax St, Radcliffe,
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Facsimile: 0161 723 4744
Email: admin@hirex.co.uk

Payment & Credit Card Charge Authorisation

Exhibition Name:

Stand Number:

Company Name:

Address:

Postcode:

Telephone:

Facsimile:

Contact Name:

EU VAT Number (if applicable):

Email:

PO Number:

PAYMENT POLICY

Payment for services— Hirex Ltd requires payment in full at the time services are ordered.

Method of payment— Hirex Ltd accepts all major credit / debit cards, cheques and bank transfers. Purchase orders are not considered payment.

We require your payment authorisation to be completed and returned even if you are paying by cheque or bank transfer. You do not need to complete your card details unless you wish to pay by this method. Please tick the box below to indicate your preferred method of payment.

Cheque ☐
Bank Transfer ☐
Credit/debit card ☐

Orders can not be processed until payment has been received.

Cancellations/Refunds— Please note that refunds will not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not eligible for a refund.

Bank Transfer & Cheque Payment Information:

Beneficiary: Hirex Ltd

The Royal Bank of Scotland
131 Blackburn Street, Radcliffe, Manchester, M26 9WQ

Account Number: 10048894

Sort Code: 16-29-20

Swift Code: RBOSGB2L

IBAN Code: GB80 RBOS 162920 10048894

Please make all cheques payable to—Hirex Ltd

I agree in placing this order that I have accepted the Terms & Conditions of Hirex Ltd:

Signed: _____

Print Name: _____

Date: ____/____/____

CREDIT CARD CHARGE AUTHORISATION

All information must be provided. Your order will not be processed if any information is missing.

Please note that there is a 3% charge for credit card transactions.

Please ensure this form is returned with all orders.

Debit Card ☐
Credit Card ☐
American Express ☐

Card Number: _____

Expiry Date: ____/____

Security Code (Last 3 digits on signature strip) _____

Start Date (if shown): ____/____

Issue Number (if shown): _____

Cardholders Name: _____

Cardholders billing address (If different to above):

Post Code: _____

Cardholders Signature: _____

Date: ____/____/____

Please note this form will be destroyed once payment has been processed/received.

If you have any questions relating to any of the information on this form please contact us on:
01617236100

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