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## SHELL SCHEME AND STAND WALLING OPTION ORDER FORM

Stand No.	Deadline Date - Wednesday 3rd May
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You can order either of the following 2 stand package options for your stand space.

### **Option 1. Shell Scheme stand package, as per attached example image**

This option includes white smooth faced panels with a white fascia panel.

Your fascia is supplied with 1 x stand/exhibitor nameboard (attached nameboard form completion is required).

Any bracing/ceiling supports required for larger stands.

### **Option 2. Walling only to your stand space**

The supply of white smooth faced panels, which may need additional support/bracing panels or ceiling rails.

	Price	Quantity	Total
Option 1. Shell Scheme (per square metre)	£11.50 m2		
Option 2. Walling Only (per linear metre)	£12.00 p.l.m		
Option 2. Walling Only support panels (per linear metre)	£12.00 p.l.m		
Option2. Walling only support/bracing beams (per linear metre)	£8.50 p.l.m		

To place an order on the above options, please fill in all details. Please return this form with a plan of your shell and walling requirements using the attached grid, ensure that your walling, fascia, support panels and electrical requirements are clearly marked and return to the below contact information. Once your order is received we shall invoice you accordingly, please note full payment will be required prior to the event and no goods will be supplied unless payment is received in full.

With either of the above options you can then take advantage of the further stand optional extras facilities by making use of the additional stand fitting order form.

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

***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 .

Any items requested on site or after the deadline date will be supplied subject to availability and will incur a 25% surcharge.

### Please return to:

INDEX GROUP LTD  
 1 Lomax Street, Radcliffe, Manchester, M26 1PX  
 Telephone: 0800 085 9885 Facsimile: 0161 7234744  
 E-mail: admin@indexgroup.org

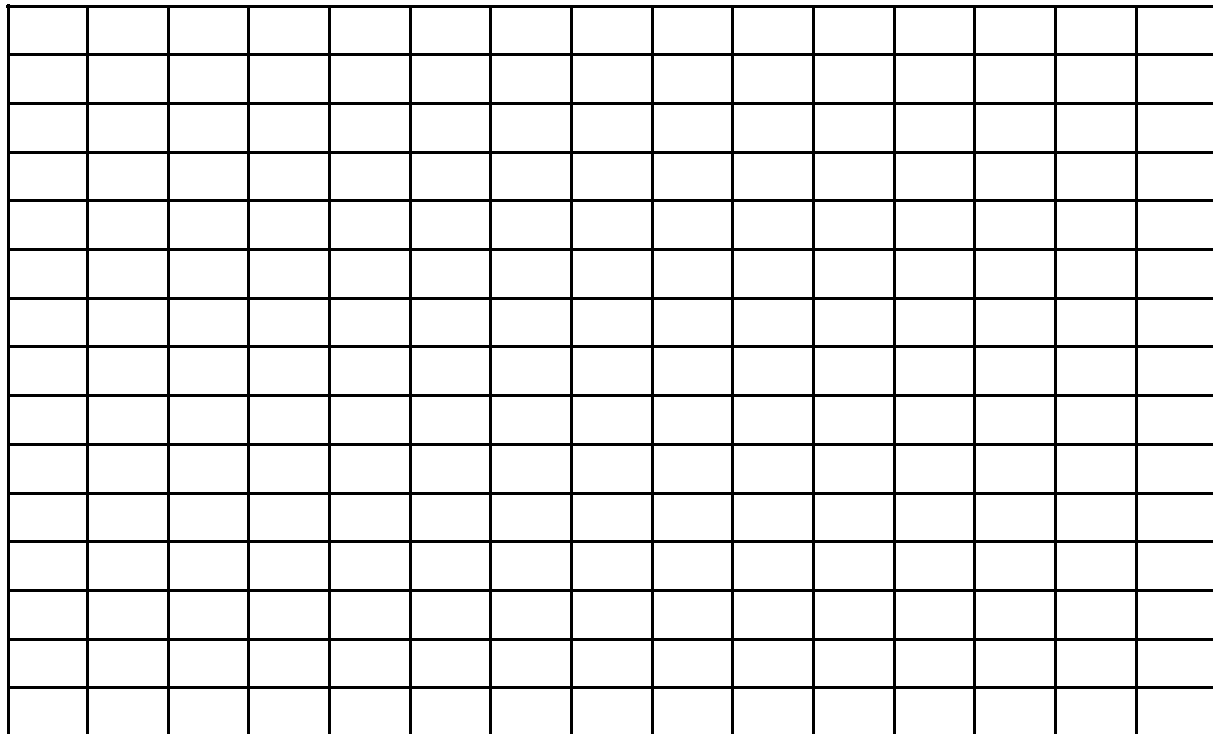




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## SHELL SCHEME INFO

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

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.**

Index reserve the right to amend specification without notice

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E-mail: [admin@indexgroup.org](mailto:admin@indexgroup.org)



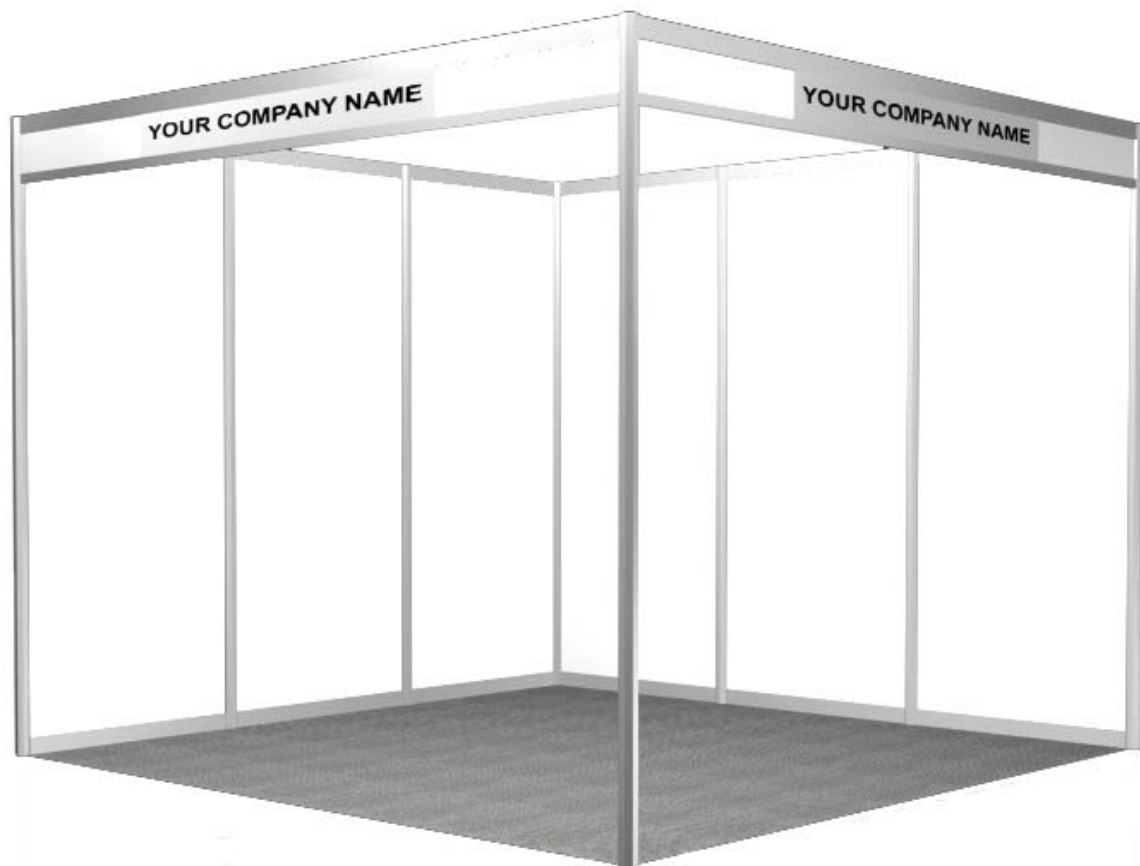


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## EXAMPLE OF A TYPICAL SHELL SCHEME STAND

### Corner Site Stands

All Corner sites will be open to the gangways with fascia to the perimeters overhead.



### Dimensions

Overall Panel Size: 2400mm high x 1000 wide

Useable Panel Size: 2270mm high x 945mm wide

Upright: 55mm wide

[www.IndexGroup.org](http://www.IndexGroup.org)

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## NAMEBOARD ORDER FORM— For Shell Scheme Stands

For Shell Scheme stands only

Stand No.
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Deadline Date - Wednesday 3rd May
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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
<b>OPTION B</b> Add your logo to standard nameboard above (artwork required in eps or illustrator format)	£60.00 (each)	
<b>OPTION C</b> LED Illuminated nameboard 	£82.50 (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**

For your convenience nameboards can be submitted online at <http://www.IndexGroup.org/content/nameboard>

### Please return to:

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## ADDITIONAL STANDFITTING ORDER FORM

For Shell Scheme stands only - Please see next pages for examples

<b>Stand No.</b>	<b>Deadline Date - Wednesday 3rd May</b>
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to qualify for 20% early order discount please return this form by the above date

Item	Price	Quantity	Total
1. 1m Wire Display Rack (not into corners of stands)	£31.60		
2. Shelves - 1000mm x 240mm	£25.30		
3. Garment Rail (1m section)	£25.30		
4. A4 Zed-Up Lite (free standing literature rack)	£60.00		
5. A4 Wallmount Leaflet Dispenser	£14.00		
6. Store Room with White Lockable Door (into corner-1m x 1m)	£163.90		
7. Fold up Counter 960mm(l) x 610mm(d) x 915mm(h)	£48.00		
8. Click Integral Counter with Lockable Sliding Doors	£100.00		
9. Full Colour Graphic Options Available (please call for details)	POA		
10. Lockable Computer Plinth with Internal Shelves & Perspex Graphic	£170.50		
11. Colour Change (stock) to existing panel (Per 1m x 2.4m face—colour on app.)	£50.00		
12. Small LCD Fixed or Pivoting Mount (Screens up to 24" only)	£30.40		
13. Large LCD Mounting Kit (Screens over 24" only)	£137.50		
14. *Slat Walling (Per 1m x 2.4m face)	£100.00		
*Muslin/Casement/Twill Ceiling-Black or White (Size: ___m x ___m, price per m.sq.)	POA		
<b>MDF clad panels</b>			
*MDF clad panel (unfinished including fitting) (Per lin.m)	£80.00		
*MDF clad panel (finished in white paint, including fitting) (Per lin.m)	£105.00		
*MDF clad panel (finished in clients own paint, N/B please contact Manchester office for details) (Per lin.m)	£105.00		

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

**Deadline Date for Cladding: Wednesday 3rd May 2017**

NB: Any MDF Clad panels ordered after 3rd May 2017 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)	
<b>Sub Total</b>	
3% surcharge for credit card payments	
<b>Total</b>	
<b>Vat 20%</b>	
<b>Total</b>	

**For your convenience all of the above can be ordered at [www.IndexGroup.org/content/standfitting-order-form](http://www.IndexGroup.org/content/standfitting-order-form)**

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## EXAMPLE OF A TYPICAL SHELL SCHEME STAND INCLUDING OPTIONAL EXTRAS



[www.IndexGroup.org](http://www.IndexGroup.org)

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# 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**— Index Group Ltd requires payment in full at the time services are ordered.

**Method of payment**— Index Group 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**

**Full payment must be received prior to the build up of the show.**

**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:**

Bank details will be provided on your invoice for BACS payments.

Please include your invoice number in your payment reference.

Please make all cheques payable to—Index Group Ltd

**I agree in placing this order that I have accepted the Terms & Conditions of the Index Group 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:  
0800 085 9885

**Please return this form and completed order form to corresponding email/postal address which can be found on the bottom of the relevant order form.**

