



Exhibitor Order Form

Blitz Communications Ltd

Contracted on site provider of Audio-Visual rental and staging to Manchester Central

EVENT NAME: ADI Team Congress 2013

EVENT DATE: 2 – 3 May 2013

Audio Visual Equipment Hire

All Exhibitors must complete this form to order AV equipment during the above named event.

Please ensure completed forms are faxed to Blitz Communications Ltd on +44 (0)161 832 8476 or email tbailey@blitzcommunications.com by: **Monday 1 April 2013**

Item Description	Price Per Day	Quantity	No. of Days	Total (£)
Laptop PC hire (standard) (configured and supported on site)	£120.00		2	
32" LCD Screen (inc stand)	£180.00		2	
37"/ 42" Plasma Screen (inc speakers and stand)	£230.00		2	
50" Plasma Widescreen (inc speakers and stand)	£280.00		2	
61" Plasma Widescreen (inc speakers and stand)	£460.00		2	
65" Plasma Widescreen (inc speakers and stand)	£600.00		2	
DVD Player	£35.00		2	
Stand Sound System (inc headset or handheld microphone)	POA		2	
Bespoke Requirements (available on request)	POA		2	
Dedicated Show Technician An additional installation technician may be required depending on event circumstances and timing.	£520.00		2	
* Non-dedicated Show Technician (dependent on requirements)	FOC		2	

* Installation charges may apply - please speak to our on site representative.

This list of equipment is not exhaustive - please speak to our on site representative for a bespoke quotation.

Blitz contact details:

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Wendy Robinson | Tel: +44 (0)161 827 8756 | Email: wrobinson@blitzcommunications.co.uk

SUB TOTAL

VAT @ 20%

TOTAL

Event Details

Event Title:

Stand Name:

Stand Number:

Stand Contact:

Stand Contact Email:

Invoice Contact Details

Title:

First Name:

Last Name:

Company Name:

Invoice Address:

Country:

Post Code:

Telephone:

Fax:

Email:

Payment Details

<input type="checkbox"/>	Credit / Debit Card number: <small>(AMEX payments carry a 4% surcharge)</small>		
	Name: <small>(as shown on card)</small>	Expiry:	Start Date:
	Card Type:	Issue:	Authorisation Number:
	Card Holder's Signature:		
	Card Holder's Address:		
<input type="checkbox"/>	Cheques must be sent with order form and made payable to 'Blitz Communications Ltd'		
<input type="checkbox"/>	BACS Transfer Please allow 3-4 working days	Account Name Blitz Communications Ltd National Westminster Bank PO Box No 4 RY 250 Regent Street London W 1A 4RY Sort Code: 56 - 00 - 27 Account No: 58301011	
<input type="checkbox"/>	CHAPS Transfer Please allow 1-2 working days		

NB: You are responsible for international transfer charges. Any unpaid balance will be debited from your account.

Standard Terms:

- All orders are subject to confirmation.
- Full and cleared payment is due no later than 7 days prior to event.
- No orders will be delivered without payment.
- If you wish to order via credit card but do not want to put credit card details on this form, please contact us.
- On receipt of all hire equipment the customer accepts full liability for loss or damage.
- This document forms an agreement with Blitz Communications Ltd for services and equipment.