# ADI CONGRESS 2013 2nd - 3rd MAY 2013

Index Use7742/542E.C.BOMPACPAYMENT

MANCHESTER CENTRAL CONVENTION COMPLEX

## ADDITIONAL STANDFITTING & NAMEBOARD ORDER FORM

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

	Price	Quantity	Total
*20% discount not applicable	£75.00		
	£22.00		
(not into corners of stands)	£27.30		
15mm(h)	£41.40		
g Doors	£86.00		
	£12.10		
(free standing literature rack)	£42.00		
(Screens up to 24" only)	£26.30		
(Screens over 24" only)	£183.80		
(into corner—1m x 1m)	£99.50		
(into corner—1m x 1m)	£142.00		
(Per 1m x 2.4m face)	£64.00		
(Full height)	£48.50		
(Full height)	£30.90		
No goods will be supplied unless full payment is received			
		Sub Total	
		3% surcharge for credit card payments	
code:		Total	
Telephone: Facsimile:			
		Total	
	(not into corners of stands) 15mm(h) g Doors (free standing literature rack) (Screens up to 24" only) (Screens over 24" only) (into corner—1m x 1m) (into corner—1m x 1m) (Per 1m x 2.4m face) (Full height) (Full height) lied unless full payment is receive	*20% discount not applicable £75.00   f22.00 (not into corners of stands) £27.30   15mm(h) £41.40   g Doors £86.00   f12.10 f12.10   (free standing literature rack) £42.00   (free standing literature rack) £42.00   (Screens up to 24" only) £26.30   (Screens over 24" only) £183.80   (into corner—1m x 1m) £99.50   (into corner—1m x 1m) £142.00   (Per 1m x 2.4m face) £64.00   (Full height) £48.50   (Full height) £30.90	*20% discount not applicable£75.00f22.00f22.00(not into corners of stands)£27.3015mm(h)£41.40g Doors£86.00f12.10f12.10(free standing literature rack)£42.00(Screens up to 24" only)£26.30(Screens over 24" only)£183.80(into corner—1m x 1m)£99.50(into corner—1m x 1m)£142.00(Per 1m x 2.4m face)£64.00(Full height)£48.50(Ited unless full payment is received20% discount (if applicable)ited unless full payment is received20% discount (fi applicable)xode: mile:Total

Please return this form to the address below with full payment	Signatur
by the above deadline date to receive 20% discount. Cheques should be made payable to: <b>Index Group Ltd</b> or fill in	Card det
your card details opposite. All credit card payments are subject to a 3% surcharge.	Credit/d

0			Date:	
Card details:	Mastercard	I 🗌 Visa	🗌 Amex	Debit card
Credit/debit ca	ard no:			
Start Date:	/ Expi	ry Date:	/	

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

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For your convenience all of the above ca	n be ordered at www.indexgr	oup.org/order/order_shell.asp
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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.

Image: Sector of the sector

## 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.

Index reserve the right to amend specification without notice

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