

# ADI TEAM CONGRESS 2017

## 2nd - 4th MARCH 2017

### EXCEL, LONDON

Index Use	3116/916
E. C.	
BOMPAC	
PAYMENT	

## ADDITIONAL STANDFITTING ORDER FORM

For Shell Scheme stands only

Stand No.

Deadline Date - 6th January 2017

\* 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)	£56.00		
2. Extra Panels - 500mm (Full height)	£35.70		
3. 1m Wire Display Rack (not into corners of stands)	£31.60		
4. Shelves - 1000mm x 240mm	£25.30		
5. Garment Rail (1m section)	£25.30		
6. A4 Zed-Up Lite (free standing literature rack)	£60.00		
7. A4 Wallmount Leaflet Dispenser	£14.00		
8. Store Room with White Lockable Door (into corner-1m x 1m)	£163.90		
9. Fold up Counter 960mm(l) x 610mm(d) x 915mm(h)	£48.00		
10. Click Integral Counter with Lockable Sliding Doors	£100.00		
11. Full Colour Graphic Options Available (please call for details)	POA		
12. Lockable Computer Plinth with Internal Shelves	£170.50		
14. Small LCD Fixed or Pivoting Mount (Screens up to 24" only)	£30.40		
15. Large LCD Mounting Kit (Screens over 24" only)	£137.50		
16. *Slat Walling (White Only) (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: Friday 6th January 2017**

NB: Any MDF Clad panels ordered after 6th January 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)**

**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](mailto:admin@indexgroup.org)





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**EXAMPLE FOR ADDITIONAL STANDFITTINGS**  
All items displayed can be hired as optional extras



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

Please return to:

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Telephone: 0800 085 9885 Facsimile: 0161 7234744  
E-mail: [admin@indexgroup.org](mailto:admin@indexgroup.org)



# 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.**

