

**ADI TEAM CONGRESS 2017**  
**2nd - 4th MARCH 2017**  
**EXCEL, LONDON**

Index Use	
E.C.	
BOMPAC	
PAYMENT	

**ELECTRICAL ORDER FORM**

Stand No.

Deadline Date - 6th January 2017

\* orders received after this date will be charged at STANDARD PRICE

As part of your Shell Scheme Package you will receive

**2 x Spotlights & 1 x 500w Socket**

Additional items can be ordered as below

Item	Early bird discount price	Standard price	Qty	Total
50w Halogen Spotlight	£48.00	£60.00		
3 x 50w Halogen Spotlights	£95.00	£119.00		
2 x 50w Halogen Spotlights & 500w Socket Outlet - 2amps	£169.00	£211.00		
500w Socket Outlet - 2amps	£119.00	£149.00		
1kw Socket Outlet - 4amps	£162.00	£203.00		
2kw Socket Outlet - 8amps	£228.00	£285.00		
3kw Socket Outlet - 12amps	£340.00	£425.00		
500w Socket Outlet 24hrs supply (Fridge)	£310.00	£388.00		
<b>Shell Scheme Testing Fee</b>	<b>£15.00</b>	<b>£15.00</b>		
<b>Space Only Testing Fee</b>	<b>POA</b>	<b>POA</b>		

The new Electrical Testing charge is now required to meet the revised minimum testing requirements in line with BS7671 (2008). The **compulsory** order form testing charge of £15 is for order form items only.

All **direct mains** ordered will need to provide relevant information at the time of quotation, full details can be given upon request. If a **direct main Test & Inspect** is required then this will be by **quotation** also.

**No goods will be supplied unless full payment is received**

Company Name:	
Address:	
Postcode:	
Telephone:	Facsimile:
Contact Name:	
EU VAT No:	
Email:	

<b>*Testing</b>	<b>£15.00</b>
<b>Sub Total</b>	
3% surcharge for credit card payments	
<b>Total</b>	
<b>Vat 20%</b>	
<b>Total</b>	

Please supply a drawing to show position of fixings

For any items not listed a quotation may be obtained from Index Group

**Any items requested on site will be supplied subject to availability and will incur a 20% surcharge on the STANDARD RATE prices**

For your convenience orders can be placed at [www.indexgroup.org/electricalighting](http://www.indexgroup.org/electricalighting)

Please return to:

INDEX GROUP LTD  
 Unit X1, Claybrookes Court, Herald Way, Binley Ind. Estate, Coventry, CV3 2NY  
 Telephone: 0800 085 9885 Facsimile: 02476 635090  
 E-mail: [electrics@indexgroup.org](mailto:electrics@indexgroup.org)



# General Conditions For The Supply Of Electricity

All labour working on electrical installation must have proof of their competence, i.e. BECA Registered or JIB Approved

Light fittings and plug points are listed overleaf together with a price schedule, exhibitors should indicate the number required and return the form to the official electrical Contractor no later than the deadline date overleaf together with payment for 100% of the value of the order.

The supply cannot be guaranteed if the order is received after this date and may result in a surcharge of 25% over the prices quoted.

Exhibitors requiring electrical power or equipment not listed should send precise details to the electrical contractor and an estimate will be given.

ELCB protection is required for each stand.

No more than one appliance may be connected to any one socket and no lead must exceed 2.0 metres in length.

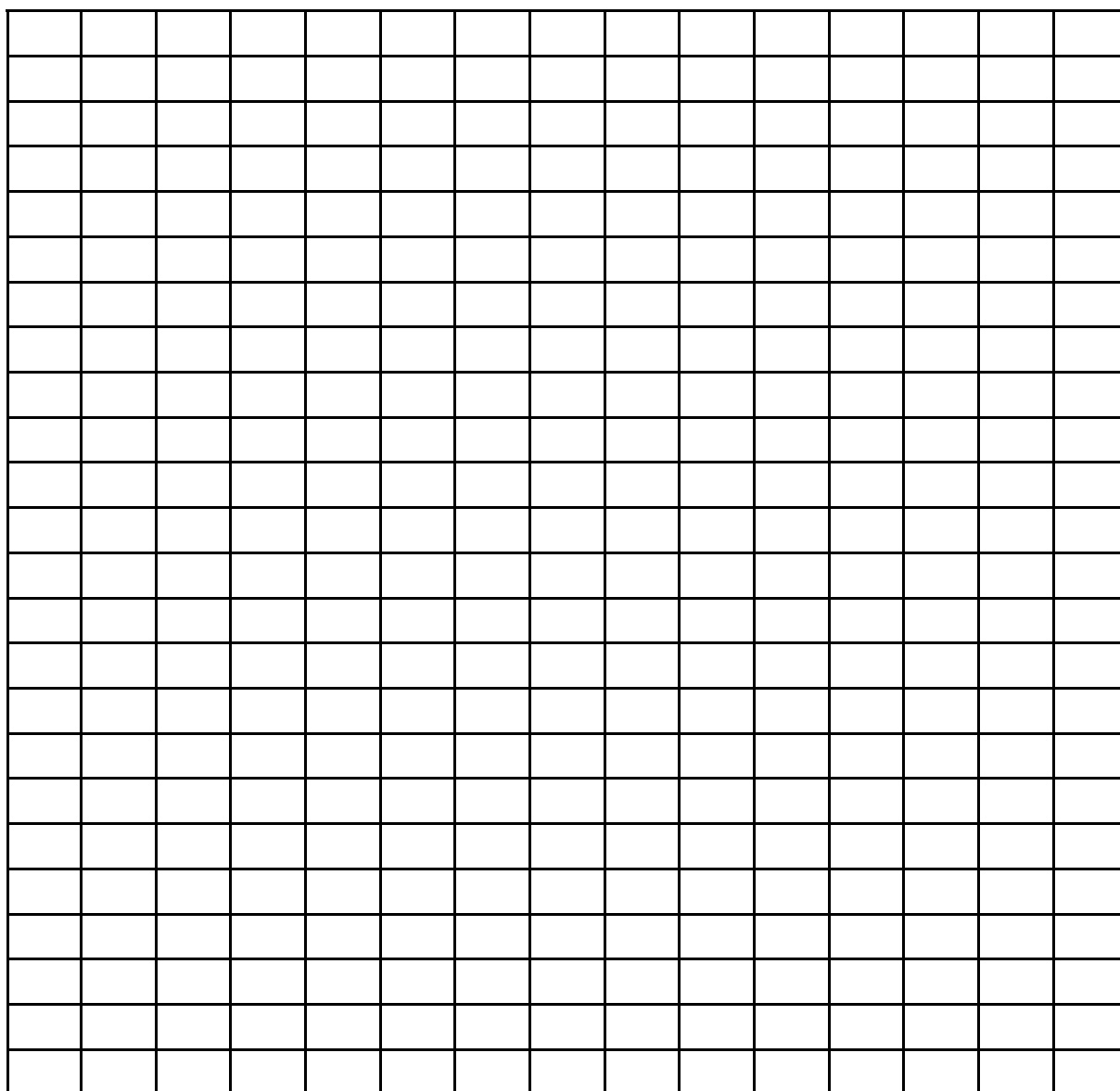
Lighting circuits must not exceed 1000 Watt / 10 Luminaires

Unless supplied with a drawing the installation will be fitted at the electrician's discretion.

PLEASE PROVIDE A SKETCH PLAN INDICATING THE POSITION OF ELECTRICAL FITTINGS ON THE GRID BELOW

**EXHIBITION:** \_\_\_\_\_

**STAND NO:** \_\_\_\_\_



Please utilise symbols below to indicate the positions of your fittings:

O = Spotlight      X = Socket

# 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.**

