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

Index Use	3116/916
E.C.	
BOMPAC	
PAYMENT	

NAMEBOARD ORDER FORM

For Shell Scheme stands only

Stand No. Deadline Date - 6th January 2017	
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Your Company name ONLY will be produced in Blue 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.

Name Dourd microaca in Stand Package.	Nameboard	included	in stand	package.
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		Price	Quantity
Additional LED Illuminated nameboard	No.	£82.50	
(One LED nameboard	COMPANY NAME	(each)	
is included in your stand package)			

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:

INDEX GROUP LTD

1 Lomax Street, Radcliffe, Manchester, M26 1PX Telephone: 0800 085 9885 Facsimile: 0161 7234744

E-mail: 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: **CREDIT CARD CHARGE AUTHORISATION PAYMENT POLICY** All information must be provided. Your order will not be **Payment for services**— Index Group Ltd requires processed if any information is missing. payment in full at the time services are ordered. Please note that there is a 3% charge for credit card Method of payment— Index Group Ltd accepts all major transactions. credit / debit cards, cheques and bank transfers. Purchase orders are not considered Please ensure this form is returned with all orders. payment. We require your payment authorisation to be **Debit Card** completed and returned even if you are paying by **Credit Card** cheque or bank transfer. You do not need to American Express complete your card details unless you wish to pay by this method. Please tick the box below to Card Number: indicate your preferred method of payment. Expiry Date: ___/__ Security Code (Last 3 digits on signature strip) _____ Cheque Start Date (if shown): ____/___ **Bank Transfer** Issue Number (if shown): Credit/debit card Full payment must be received prior to the build up of Cardholders Name: Cardholders billing address (If different to above): 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 _____ Post Code:_____ Please include your invoice number in your payment reference. Cardholders Signature:_____ Date:___/____ Please make all cheques payable to—Index Group Ltd Please note this form will be destroyed once payment has been processed/received. I agree in placing this order that I have accepted the Terms & Conditions of the Index Group Ltd: Signed:_ If you have any questions relating to any of the Print Name: information on this form please contact us on: Date: ____/___/ 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.

