

EventCity

MANCHESTER

**OTHER SERVICES
ORDER FORM 2017**



OTHER SERVICES ORDER FORM 2017

COMPANY DETAILS

Name:		
VAT Number:	Tel:	Fax:
Company Address:		
Town:	Post Code:	Country:

ORDER DETAILS

Applicant Name:		
Job Title:	Tel:	Email:
Onsite Contact:		
Job Title:	Tel:	Email:
Notes:		
Exhibitor Name:		Stand No:
Event Name:	Start Date:	End Date:
Notes:		

SUMMARY OF SERVICES

1. Fork lift truck- Max weight 2T and should be shrink wrapped. Hire self-drive is subject to availability.
2. Storage- Pallets can be stored on-site at £50 per pallet per day.
3. Carpet Tiles- Automatically charged to the organizer with a 10% management fee.

ADVANCED & STANDARD RATES

Advanced Rates apply to orders placed before 5pm 14 days before the first build day of the event. Standard Rates apply for any order placed after 5pm 14 days before, up to and including 7days before first build day of the event until the conclusion of the event.

1. FORK LIFT TRUCK

Uninsured lifts. Pallets should be shrink wrapped, unstable loads will be rejected. Maximum weight 2T. An exhibitor service is a maximum of one five pallets. A contractor service will consist of a maximum of 1 hour each-way. FLT hire self-drive is subject to availability, training certificate must be presented by the driver before use. Precise times can't be guaranteed; equally accommodations will be made with reference to timings stated. Lifts/drop are within 10M of vehicle, pallet trucks should be used to locate equipment/product to/from location.



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CONTINUED..

Single Drop:	Advanced - £25	Standard - £50
Notes:		
Exhibitor Service:	Advanced - £150	Standard - £250
Timings and notes:		In Date / Time
		Out Date
Contractor Unload/Load:	Advanced - £200	Standard - £500
Timings and notes:		In Date / Time
		Out Date
FLT Day Hire (excluding driver):	Advanced - £200	Standard - £500

2. STORAGE

Pallets delivered to EventCity can be stored on-site at £50 per pallet per day including set up, event and done days. Storage does not include shrink wrapping.

Pallet Storage	Number of Pallets	Number of Days
Deposit / Collection date & Time:	Deposit:	Collection:
Notes:		

3. CARPET TILES

Carpet tiles will automatically be charged to the organiser with a 10% management fee if the below form is not completed and tiles are moved without consent. Please note that the carpet tiles in the front foyer cannot be removed under any circumstances.

Carpet Tiles	Advanced - £0.50 per tile	Standard - £1.00 per tile
Notes:		

Item description	£
	Total + VAT @ 20%*:



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All services must be paid in full prior to the commencement of the event unless agreed otherwise in writing. Payment can be made by Debit/Credit Card, cheque, bank transfer. Full details will be sent with order confirmation/invoice.

The signatory hereafter declares that they have read and accept the Standard Terms & Conditions available at www.eventcity.co.uk/termsandconditions and is duly authorized by the customer to legally bind the customer and make it subject to the rights and obligations set out in this agreement.

If the Customer spurs their own connection, damages equipment through misuse, or fails to return any equipment to the designated collection area (i.e. your stand for collection), EventCity Ltd may take further payment in respect of this in accordance with the Standard Terms & Conditions.

This order must be submitted to: orders@eventcity.co.uk

*(exclusions must be discussed with accounts@eventcity.co.uk in advance of submitting this form)

Signature confirming this order and accepting T&C's:

Date: