# PESTEX 2019 20th & 21st MARCH 2019 EXCEL, LONDON

Index Use	
E.C.	
BOMPAC	
PAYMENT	

### **ELECTRICAL ORDER FORM**

Stand No.	Deadline Date - 19th February 2019
Jotania No.	Deadine Date - 19th February 2019

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

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ltem	Early bird discount price	Standard price		Qty	Total
1 x 50w Low Voltage Spotlight	£51.00	£64.0	0		
4 x 50w Low Voltage Spotlights	£135.00	£169.00			
2 x 50w Low Voltage Spotlights & 500w Socket Outlet-2amp	£167.00	£209.0	00		
500w Socket Outlet-2amp	£126.00	£158.00			
1kw Socket Outlet-4amp	£184.00	£230.00			
2kw Socket Outlet-8amp	£259.00	£324.00			
3kw Socket Outlet-12amp	£354.00	£443.00			
500w Socket Outlet-2amp 24HR (Fridge)	£305.00	£381.00			
VENUE MAINS CONNECTION CHARGE—SHELL STANDS ONLY	£25.00	£25.00			
TEST & INSPECTION FEE- SPACE ONLY STANDS £2.75 PER SQM	POA	POA	ıA		
			Sub Total		
No goods will be supplied unless full payment	s received	received		charge for card payments	
			Total		
Company Name:		Vat	20%		
Address:			Tota	al	
Address.				1	
Postcode:					
Telephone: Facsimile:					
Contact Name:					
EU VAT No:					

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/electricallighting

### Please return to:

INDEX GROUP LTD

Email:

Unit X1, Claybrookes Court, Herald Way, Binley Ind. Estate, Coventry, CV3 2NY

Telephone: 0800 085 9885 Facsimile: 02476 635090

E-mail: electrics@indexgroup.org



## **INDEX GROUP LIMITED (Electrical Division)**

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

EXHIBITION:	ON: STAND No.:						

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

O = Spotlight X = Socket

#### Terms and Conditions for the supply of electrical services to exhibitors

- General These terms will form the basis of a contract under English law. For the purposes of this contract the person or business requiring electrical services will be known as "the Exhibitor" and the supplier of the services will be known as "Index Group".
- 2. Payment Payment is required from the exhibitor prior to the supply of services. No electrical services will be provided without full settlement in advance.
- 3. Services Index Group will supply electrical services as requested by the exhibitor via the official Index Group order form and associated plan paperwork. Failure to correctly complete the order form or plan paperwork may result in delay to the supply of services. All correctly completed orders will be provided by Index Group prior to the start of the exhibition/event. Index Group will perform essential testing of the services prior to the handover of the installation to the exhibitor, to comply with health and safety legislation. Any changes required to the services and/or their positioning on the installation must be notified to Index Group prior to the start of the event. Any late changes will be dealt with as quickly as possible but Index Group will not accept responsibility for any delay in provision of services, due to late changes.
- 4. Failure In the unlikely event of failure of the pre-tested services, the exhibitor must inform a member of Index Group staff within 1 hour of the failure. In the unlikely event that the services have not been put in place at the start of the event, the exhibitor must inform a member of Index Group staff within 1 hour of the start of the event. Index Group has a manned services desk to assist customers, which is the first and main point of contact in the event of the failure of services. During office hours the following number may be used if the desk is temporarily vacant 02476 636783. Engineers are also onsite and wearing Index Group indentifying clothing
- 5. Refunds Index Group will not issue refunds in the event of:
  - i) Alteration of the original installation by non-Index Group staff
  - ii) Delay in reporting of faults or failures subject to Conditions 3 and 4 above
  - ii) Variation of the exhibitor's original order during the event.
- 6. Specific exclusions Index Group reserves the right to suspend services without refund in the following instances:
  - i) Use of more than one extension lead in a single stand socket
  - ii) Use of appliance(s) which singly, or in combination, exceed the electrical supply capacity contracted for and correctly supplied

#### **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 surcharge 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.

