

2**Shell Scheme ACCESSORIES**
FULL CIRCLE
 — where I want to be —

Show:	IEEE
Venue:	ExCel, London
Dates:	8 - 11 June 2015

Return By:	18 May 2015
Our Ref:	419

ITEM/DESCRIPTION	UNIT	COST	QTY	Total
Shelf (sloping) 300mm deep	per metre	£27.00		
Shelf (flat) 300mm deep	per metre	£27.00		
Curtain 1m wide - White	each	£69.00		
Lockable Door	each	£108.00		
1m(w) x 2.5m(h) Extra Panel/Wall - white foamex	per metre	£79.00		
1m(w) x 2.5m(h) foamex graphic panel (artwork by Exhibitor)	each	£175.00		
Full cladded graphics to stand walls (artwork by Exhibitor)	per linear m	£195.00		

<input type="checkbox"/> Please charge my credit card (see details below) Type of card (please indicate) DEBIT / CREDIT / MAESTRO **If there is no indication of type of card a 2.5% Surcharge will be Automatically Applied** <i>*2.5% surcharge applies to credit card payments only, Visa Debit and maestro cards will not be surcharged*</i> <i>*We do not accept American Express*</i>	Subtotal	
	2.5% CC Fee (if Applicable)	
	VAT @ 20%	
	Total Cost	

FOR OFFICIAL USE ONLY:	
PAYMENT RECEIVED	<input type="checkbox"/>
ADDED TO SCHEDULE	<input type="checkbox"/>
DRAWING RECEIVED	<input type="checkbox"/>
INITIALS	
DATE PROCESSED	

Name of Card Holder:

Card Number:

Expiry Date:

Security Code (last 3 digits on the back of card)

For Maestro Card please include: **Issue Number:** **Valid From Date:**

Address to which this card is registered:

Stand Number: **Company Name:**

Invoice Address (including Postcode):

Tel: **Fax:**

Contact Name: **Date:**

Email Address:

Important Notice: Any order will not be processed without Full Payment

Cheques should be made payable to Full Circle Events & Exhibitions Ltd.
 We do not accept cheques 5 Days prior 1st day of build up or for any on site orders
Bank Details - Account Number: 64348865 Sort Code: 01-10-01
 Swift/BIC: NWBKGB2L IBAN: GB59NWBK01100164348865
 Full Circle Events & Exhibitions VAT Number is GB 167 9174 66

Information Re.Non-UK Companies. Please forward your current VAT number _____ If we do not receive your VAT number we will have to charge VAT at the rate of 20%.

Full Circle Events & Exhibitions Ltd, Bedlam House, 43 Duncan Street, Salford, Manchester, M5 3SQ
Contact: Tel: 0161 393 3949 - Fax: 0161 873 7688 - Email: adam.clowes@fullcircleeventsltd.co.uk

Shell Scheme Accessories PLAN



FULL CIRCLE
— where i want to be —

Stand No:	
Company:	
Show:	IEEE
Venue:	ExCel, London

Please Indicate: Shell: Space: Do you have a platform: Yes/No



FRONT OF STAND

It is important that the sketch gives details of the open front(s) of the stand, and also the orientation of the stand in relation to others.

IMPORTANT - Please Read The Following Notes:

- | | |
|---|---|
| 1 | All items (subject to availability) are <u>nett on hire</u> and <u>provided in accordance with suppliers' terms and conditions</u> (a copy of which is available on request), and <u>should be insured during the show period against all risks for 3 times the rental value.</u> |
| 2 | This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered. |
| 3 | If you do not complete this diagram or indicate the heights and dimensions of all orders, items will be placed at our discretion. Subsequent change will be subject to a £25 charge. |