

RHEUMATOLOGY 2015 28th - 30th APRIL MANCHESTER CENTRAL, MANCHESTER

Index Use	7948/748
E. C.	
BOMPAC	
PAYMENT	

NAMEBOARD ORDER FORM

For Shell Scheme stands only

Stand No.

Deadline Date - 27th March 2015

Your Company name ONLY will be produced in 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.

OPTION A - Nameboard included in stand package.

or you can upgrade your nameboard:

	Price	Quantity
OPTION B Add your logo to standard nameboard above (artwork required in eps or illustrator format)	£53.90 (each)	
OPTION C LED Illuminated nameboard	£75.00 (each)	



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 www.indexgroup.org/order/order_nameboard.asp

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

INDEX group ltd
exhibition services

RHEUMATOLOGY 2015

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ADDITIONAL STANDFITTING ORDER FORM

For Shell Scheme stands only

Stand No.

Deadline Date - 27th March 2015

* to qualify for 20% early order discount please see information below.

Item	Price	Quantity	Total
1. Extra Panels - 1000mm (graphic image optional extra - see 11) (Full height)	£50.90		
2. Extra Panels - 500mm (Full height)	£32.45		
3. 1m Wire Display Rack (not into corners of stands)	£28.70		
4. Shelves - 1000mm x 240mm	£23.00		
5. Garment Rail (1m section)	£23.00		
6. A4 Zed-Up Lite (free standing literature rack)	£44.00		
7. A4 Wallmount Leaflet Dispenser	£12.70		
8. Store Room with White Lockable Door (into corner-1m x 1m)	£149.00		
9. Fold up Counter 960mm(l) x 610mm(d) x 915mm(h)	£43.50		
10. Click Integral Counter with Lockable Sliding Doors	£91.00		
11. Full Colour Graphic Options Available (please call for details)	POA		
12. Lockable Computer Plinth with Internal Shelves	POA		
13. Colour Change (stock) to existing panel (Per 1m x 2.4m face—colour on app.)	£44.80		
14. Small LCD Fixed or Pivoting Mount (Screens up to 24" only)	£27.60		
15. Large LCD Mounting Kit (Screens over 24" only)	£125.00		
16. *Slat Walling (Per 1m x 2.4m face)	£90.00		
*Muslin/Casement/Twill Ceiling-Black or White (Size: ___m x ___m, price per m.sq.)	POA		
MDF clad panels			
*MDF clad panel (unfinished including fitting) (Per lin.m)	£72.00		
*MDF clad panel (finished in white paint, including fitting) (Per lin.m)	£96.00		
*MDF clad panel (finished in clients own paint, N/B please contact Manchester office for details) (Per lin.m)	£96.00		

*** Please note the early order discount does not apply to these items**

Deadline Date for Cladding: Friday 27th March 2015

NB: Any MDF Clad panels ordered after 27th March 2015 will be subject to a 50% surcharge and finished in white paint only.

No goods will be supplied unless full payment is received

Please return this form to the address below with full payment by the above deadline date to receive 20% discount.

Any items requested on site will be supplied subject to availability and will incur a 25% surcharge.

20% discount (if applicable)	
Sub Total	
3% surcharge for credit card payments	
Total	
Vat 20%	
Total	

For your convenience all of the above can be ordered at www.indexgroup.org/order/order_shell.asp

Please return to:

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Stand No.

[illegible]

Please use the 1 square = 1m grid in conjunction with your exhibitor order form to indicate the extras you require.
Please give the position and heights of shelves & wire racks etc.

Failure to note this will mean that your stand may not fit in the allotted site.

INDEX group Ltd
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EXAMPLE OF A TYPICAL STAND WITH OPTIONAL EXTRAS

Corner Site Stands

All Corner sites will be open to the gangways with fascia to the perimeters overhead.

Should you require additional walls please complete the additional stand fitting order form and return with payment.



Dimensions

Overall Panel Size: 2400mm high x 1000 wide

Useable Panel Size: 2270mm high x 945mm wide

Upright: 55mm wide

www.indexgroup.org

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E-mail: admin@indexgroup.org

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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.

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