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Harrogate Convention Centre
22nd - 24th March 2022

Electrical Fitting Order Form

Full Circle Events & Exhibitions Ltd
 Engels House, Victoria Mills
 Weaste Trading Estate
 Liverpool Street
 Salford M5 5HD

Email: Exhibit@Fullcircleeventsltd.co.uk
 Tel: 0161 393 3949 Fax: 0161 873 7688



Fullcircle

Our Ref:
3161

Early Booking Deadline
21st February 2022

Exhibitor Company Name:			
Email Address for Invoice:			
Company Name to Invoice			
Full Invoice Address:			
Postcode:		VAT Reg No. (Non-UK EU Customers):	

Stand No.	
Contact Name:	
Contact Email:	
Contact Tel:	
Date:	

Standard Prices will apply to all orders received after the Early Booking Deadline
 All orders must be in writing. Orders cannot be taken over the telephone. Any item not listed, please contact us for a quotation

ITEM/DESCRIPTION (All items are on hire unless stated)	EARLY BOOKING PRICE	STANDARD PRICE	QTY	Total
Individual General Purpose Spotlight	£76.55	£91.85		
Track with 3 x General Purpose Spotlights	£160.75	£192.90		
1.5m Fluorescent Fitting (LED)	£81.40	£97.70		
13 Amp 500W Socket Outlet	£122.40	£146.90		
13 Amp Socket Outlet 1kW	£144.20	£173.05		
13 Amp Socket Outlet 2kW (not suitable for lighting purposes)	£168.80	£202.55		
13 Amp Socket Outlet 3kW (not suitable for lighting purposes)	£201.45	£241.75		
13 Amp Socket Outlet 500W 24hrs (for fridge)	£240.90	£289.10		
Compulsory Mains Connection Charge				£50.00
Ceiling Battens (per metre)	£10.00	£12.00		

In Line with the Current Exhibition Industry Alliance (Aeo, Aev & Essa) e-Guide / Rules & Regulations the Following Charges will be Implemented in Relation to Testing the Electrical Installation. These Charges are Compulsory and will Automatically be charged on your Invoice.

COMPULSORY TESTING CHARGE: £15.00

Please ensure that you provide locations and heights of fittings where necessary.

You can use the electrical plan provided or submit your own.

All cancellations must be made to us in writing. Refunds may not be given for your cancelled items within 30 days of the pre-show build date.

Non-UK EU Customers - If we do not receive your VAT Number we will charge you VAT at a rate of 20%

Sub Total :

VAT @ 20% :

Total:

IMPORTANT: Orders will not be processed without Payment in Full. For chosen Method of Payment please indicate with a tick

(NB: We DO NOT accept AMEX)

- Cheque** Payable to Full Circle Events & Exhibitions Ltd. NB: Cheques are not acceptable 5 days prior to 1st day of build up or for any on-site orders
- Bank Transfer** Please use Our Ref / Your stand no. as a reference
- Credit Card** Details to be completed below or if you prefer, telephone our office and ask for our Finance Department who will be happy to take your card details from you.
- Debit Card** **IMPORTANT: There will be a charge of 3% added to your order should you be paying with a Business debit or credit card.**

FULL CIRCLE BANK DETAILS

Account No: 64348865
 Sort Code: 01-10-01
 IBAN No: GB59NWBK01100164348865
 Swift No/BIC: NWBKGB2L
 Vat Reg No. GB 167 9174 66

Card Details (complete details where applicable) Please tick if paying by Business card

Card No. (16 digits):		3 Digit Security Code:	Our Finance Dept will contact you for your Security Code to complete your order
Name on Card:		Issue No:	
Address to which the card is registered to:		Valid From:	
		Expiry Date:	

An invoice confirmation of your order will be emailed to you from our finance department. Don't forget to keep a copy of your order for your records.

Internal Use Only:	Payment Received		Drawing Received		Added to Schedule	
	Processed By				Date Processed	

