

PLEASE RETURN THIS FORM BY THE DATE SHOWN BELOW TOGETHER WITH A PLAN INDICATING HEIGHT AND POSITION OF ITEMS ORDERED.
 ANY ORDER RECEIVED LATER THAN 7 WORKING DAYS PRIOR TO THE FIRST DAY OF THE BUILD-UP WILL BE SUBJECT TO A **20% SURCHARGE**.

LIGHTING AND ELECTRICS

Shell Scheme Only



Business Design Centre
52 Upper Street
Islington
London N1 0QH

Exhibitor Order Form

Return by: 27th August 2010

Exhibition	The 2010 Remainder & Promotional Book Fair		Stand	
	12 th & 13 th September			
Company name				
Company address				
Telephone no.		Fax no.		
Email address				
Contact		Signature		

Contact:
Projects Dept
Tel: 020 7359 3535
Fax. 020 7288 6442

IMPORTANT
 Electrical requirements for **SPACE ONLY STANDS** are quoted upon receipt of a written application. Please see **Space Only form**

Complete the following if you wish to pay by credit/charge card.
 PLEASE DEBIT MY MASTERCARD/AMERICAN EXPRESS/VISA/SWITCH CARD NO.

Valid From:	Expiry Date:	Issue NO:	Security Code:
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Name (of cardholder) BLOCK CAPS PLEASE			Issue no.	
Signature			Expiry date	
Address (of cardholder)			Postcode	

ON HIRE:

Code	Description	Install / Hire	Mains & Testing cost	Unit total	Number required	Total
BDC1	General purpose spot – 120W	30.00	14.50	£44.50		
BDC2	Long Arm Spot 120w **	33.30	15.30	£48.60		
BDC3	Power flood – 300W	34.96	27.94	£62.90		
BDC4	1.5m Fluorescent fitting	26.28	19.72	£46.00		
BDC7	Connection to clients own light fitting – 120W	24.15	17.95	£42.10		
BDC8	Connection to clients own light fitting – 500W	34.50	40.95	£75.45		
BDC9	Connection to clients own light fitting – 1KW	40.85	101.40	£142.25		
BDC10	13amp socket outlet – 500W	34.70	31.50	£66.20		
BDC11	13amp socket outlet – 1KW	36.80	57.75	£94.55		
BDC12	13amp socket outlet – 2KW	37.30	84.00	£121.30		
BDC13	13amp socket outlet – 3KW	38.85	120.75	£159.60		
BDC14	13amp socket outlet – 500W on 24hr supply	38.85	117.60	£156.45		
BDC15	13amp twin socket outlet – 1KW (500W per outlet)	41.65	63.35	£105.00		
BDC16	Long Arm Power Flood – 300w **	41.40	27.95	£69.35		

** Only applicable for Traditional Panels

All credit card payments are subject to a 2.25% fee
 Environmental charge

Sub Total	
	£2.00
VAT	
TOTAL*	

Please attach a plan layout indicating the locations and heights of your requested fittings. Failure to provide a location plan will result in the fittings being installed centrally. A relocation fee of £25.00 per fitting will apply.

*Important note. Payment details must be accompanied with this order form for the full amount. During build-up periods, only cash, bank draft, personal cheques to the limit of the guarantee card or credit card payments will be accepted and such payments are subject to a **20% surcharge**. All cheques payable to "Business Design Centre Limited". A receipted VAT invoice will be supplied. When ordering BDC10, SEE EVA REGULATIONS.