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**.

TELECOMMUNICATION

Business Design Centre
52 Upper Street
Islington
London N1 0QH

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

Exhibitor Order Form

Return by:	**17th August 2012**

Exhibition	**The Remainder & Promotional Book Fair 2012**	Stand	
Company name			
Company address			
Telephone no.		Fax no.	
Email address			
Contact		Signature	

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 N0:	Security code:

Name (of cardholder) BLOCK CAPS PLEASE		Issue no.	
Signature		Expiry date	
Address (of cardholder)		Postcode	

Code	Description	Installation cost (including call allowance of £30.00)	Number required	Total
BDC1	Telephone Line (Analogue)	£110.00		
BDC2	Handset (outright sale)	£25.00		
			Sub Total	
	Environmental charge			£2.00
	All credit card payments are subject to a 2.25% handling fee			
			VAT	
			TOTAL*	

***Important note.**

DO NOT USE THIS FORM TO ORDER INTERNET ACCESS (PLEASE REFER TO THE INTERNET ACCESS ORDER FORM)

Additional calls at 10p per unit payable at the end of the event. Additional lines may be available by special arrangement. Lines are routed through a digital switchboard. You must dial '9' for an outside line. Please ensure that Switch machines are programmed by a supplier. NB: the BDC telephone system does not transmit 'caller ID'.

Payment details should 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.

Please include a drawing indicating required position of telephone socket.

In the event of any loss or damage occurring as a result of the BDC's negligence or inability to provide the service, liability shall be the provision of these services and shall not exceed the total value of services provided and no other liability for loss including consequential losses will be accepted. This form is a legal contract. By signing it, you accept our terms and conditions.