

ADI TEAM CONGRESS 2023

3rd - 6th MAY 2023

ICC, BIRMINGHAM

Index Use	
E.C.	
BOMPAC	
PAYMENT	

AUDIO VISUAL HIRE ORDER FORM

Stand No. Deadline Date - Tuesday 4th April 2023

Item	Price	Quantity	Total
23" LED Display & Table Stand <small>power consumption 24w</small>	£115.00		
24" LED Touchscreen Display _{23w} <input type="checkbox"/> Table Stand (Included) <input type="checkbox"/> Floor Stand + £50.00 <input type="checkbox"/> Wall Mount + £158.40	£180.00		
32" LED Display _{41w} <input type="checkbox"/> Table Stand (Included) <input type="checkbox"/> Floor Stand + £50.00 <input type="checkbox"/> Wall Mount + £158.40	£280.00		
40" LED Display _{75w} <input type="checkbox"/> Table Stand (Included) <input type="checkbox"/> Floor Stand + £50.00 <input type="checkbox"/> Wall Mount + £158.40	£320.00		
46" Touchscreen Display _{90w} <input type="checkbox"/> Floor Stand + £50.00 <input type="checkbox"/> Wall Mount + £158.40	£480.00		
48" LED Display _{90w} <input type="checkbox"/> Table Stand (Included) <input type="checkbox"/> Floor Stand + £50.00 <input type="checkbox"/> Wall Mount + £158.40	£360.00		
55" LED Display _{75w} <input type="checkbox"/> Table Stand (Included) <input type="checkbox"/> Floor Stand + £50.00 <input type="checkbox"/> Wall Mount + £158.40	£420.00		
65" LED Display _{230w} <input type="checkbox"/> Table Stand (Included) <input type="checkbox"/> Floor Stand + £50.00 <input type="checkbox"/> Wall Mount + £158.40	£560.00		
75" LED Display _{230w} <input type="checkbox"/> Table Stand (Included) <input type="checkbox"/> Floor Stand + £50.00 <input type="checkbox"/> Wall Mount + £158.40	£650.00		
85" LED Display _{300w} <input type="checkbox"/> Floor Stand + £50.00 <input type="checkbox"/> Wall Mount + £158.40	£990.00		
Laptop Shelf For LED Display Floor Stand	£30.00		
Apple iPad _{14w}	£100.00		
Single iPad Stand	£50.00		
Laptop (Windows 10) _{25w}	£130.00		
Apple MacBook Pro 13" Retina _{25w}	£220.00		
Radio Microphone (Hand held, Headset or Lapel) _{3w}	£70.00		
Exhibition Stand PA System _{200w}	From £140.00		

Delivery & Installation charges may occur

*** Insurance optional**

For any items not listed please call or email for a quote

Company Name:	
Address:	
Postcode:	
Telephone:	Name:
EU VAT No:	
Email:	

Insurance @ 12.5%*	
Sub Total	
3.55% surcharge for credit card payments	
1.9% surcharge for AMEX card payments	
Total	
Vat 20%	
Total	

Please return this form to the address below with full payment by the above deadline date
Payment Terms - 7 days prior to event (no orders will be processed until full payment is received)

Please return to:

INDEX GROUP LTD
 Unit 34 Peel Mills Industrial Estate, Chamberhall Street, Bury, BL9 0LU
 Telephone: 0800 085 9885 Facsimile: 0161 763 7713
 E-mail: av@indexgroup.org



Event & Exhibition Solutions
 Your trusted partner

Payment & Credit Card Charge Authorisation

Exhibition Name: _____

Stand Number: _____

Company Name: _____

Address: _____

Country: _____

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, and bank transfers only. Purchase orders are not considered payment. We require your payment authorisation to be completed and returned even if you are paying by 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.

Bank Transfer
Debit Card
Credit Card (surcharge)
American Express (surcharge)

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 Payment Information:

Bank details will be provided on your invoice for BACS payments.

Please include your invoice number in your payment reference.

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 surcharge for credit card transactions.

Please ensure this form is returned with all orders.

Debit Card
Credit Card (surcharge)
American Express (surcharge)

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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