

ADI TEAM CONGRESS 2025

1st - 3rd MAY 2025

THE BRIGHTON CENTRE, BRIGHTON

Index Use	
E.C.	
BOMPAC	
PAYMENT	

AUDIO VISUAL HIRE ORDER FORM

Stand No.	Deadline Date - Monday 31st March
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Item	Price	Quantity	Total
23" LED Display & Table Stand <small>power consumption 24w</small>	£115.00		
24" LED Touchscreen Display _{23w}	£180.00		
32" LED Display <small>41w</small> <input type="checkbox"/> Table Stand (Included) <input type="checkbox"/> Floor Stand + £50.00 <input type="checkbox"/> Wall Mount + £166.00	£280.00		
40" LED Display <small>75w</small> <input type="checkbox"/> Table Stand (Included) <input type="checkbox"/> Floor Stand + £50.00 <input type="checkbox"/> Wall Mount + £166.00	£320.00		
46" Touchscreen Display <small>90w</small> <input type="checkbox"/> Floor Stand + £50.00	£480.00		
48" LED Display <small>90w</small> <input type="checkbox"/> Table Stand (Included) <input type="checkbox"/> Floor Stand + £50.00 <input type="checkbox"/> Wall Mount + £166.00	£360.00		
55" LED Display <small>75w</small> <input type="checkbox"/> Table Stand (Included) <input type="checkbox"/> Floor Stand + £50.00 <input type="checkbox"/> Wall Mount + £166.00	£420.00		
65" LED Display <small>230w</small> <input type="checkbox"/> Table Stand (Included) <input type="checkbox"/> Floor Stand + £50.00	£560.00		
75" LED Display <small>230w</small> <input type="checkbox"/> Table Stand (Included) <input type="checkbox"/> Floor Stand + £50.00	£600.00		
85" LED Display <small>300w</small> <input type="checkbox"/> Floor Stand + £50.00	£850.00		
Laptop Shelf For LED Display Floor Stand	£30.00		
USB Drive	£20.00		
Apple iPad <small>14w</small>	£100.00		
Single iPad Stand	£50.00		
Laptop (Windows or Apple MacBook Pro) <small>25w</small>	£130.00		
Radio Microphone (Hand held, Headset or Lapel) <small>3w</small>	£70.00		
Exhibition Stand PA System <small>200w</small>	From £140.00		

Transport & Installation charges may occur.

We offer a complete range of Audio Visual equipment and a professional Video Production Service for your corporate video, please contact us to discuss any enquires you may have.

* Insurance optional

Insurance @ 12.5%*	
Sub Total	
3% surcharge for credit card payments	
1.9% surcharge for AMEX card payments	
Total	
Vat 20%	
Total	

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

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
 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: _____

Contact Name: _____

EU VAT Number (if applicable): _____

Email: _____

PO Number: _____

PAYMENT POLICY

Payment for services —
Index Group Ltd requires full payment prior to the build up of the show.

Method of payment— Index Group Ltd accepts all major credit / debit cards 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 bank transfer. You do not need to complete your card details unless you wish to pay by this method and are ordering electrics. Please tick the box below to indicate your preferred method of payment.

Bank Transfer
Debit Card (surcharge)
Credit Card (surcharge)
American Express (surcharge)
Card payment link to be sent
(not available for electrical order payments)

Bank Transfer Payment Information:

Bank details will be provided on your invoice for BACS payments. Please include your invoice number in your payment reference.

Payment link for card payments

If you would like a payment link to be sent please confirm in the details above the email address this should be sent to.

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.

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

To be completed for Electrical orders only

A payment link for card payments will be sent for all other Index Group services

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 and American Express card transactions.

Please ensure this form is returned with all orders.

Debit Card (surcharge)
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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