ADI TEAM CONGRESS 2023 3rd - 6th MAY 2023 ICC, BIRMINGHAM

Index Use	
E.C.	
BOMPAC	
PAYMENT	

ELECTRICAL ORDER FORM

Stand No.

Deadline Date - Tuesday 4th April 2023

* orders received after this date will be charged at STANDARD PRICE

As part of your Shell Scheme Package you will receive

2 x Spotlights & 1 x 500w Socket

Additional items can be ordered as below

Item	Early bird discount price	Standa price		Qty	Total	
1 x Low Voltage Spotlight	£61.00	£76.00			L	
3 x Low Voltage Spotlight	£121.00	£151.00				
2 x Low Voltage Spotlight & 500w Socket Outlet - 2amps	£217.00	£271.0)0			
500w Socket Outlet - 2amps	£157.00	3196.0)0			
1kw Socket Outlet - 4amps	£216.00	£270.0)0			
2kw Socket Outlet - 8amps	£305.00	£381.0)0			
3kw Socket Outlet - 12amps	£448.00	£560.0)0			
500w Socket Outlet 24hrs supply (Fridge)	£406.00	£508.0)0			
Shell Scheme Testing Fee	£15.00	£15.00	0			
Space Only Testing Fee	ΡΟΑ	POA				
ments in line with BS7671 (2008). The compulsory order form testir form items only. All direct mains ordered will need to provide relevant information a details can be given upon request. If a direct main Test & Inspect by quotation also. No goods will be supplied unless full payment	it the time of quota is required then th	ation, full	1.3% su credit c 1.9% su	Total urcharge for card payments urcharge for payments		
Company Name:		Vat 20%				
Address:		Total				
Postcode:				L		
Telephone: Facsimile:						
Contact Name:						
EU VAT No:						
Email:						
Please supply a drawing to For any items not listed a quotation m Any items requested on site will be supplied subject to availability For your convenience orders can be placed at	nay be obtained fro	rom Index Gr 20% surcharg	ge on t			
Please return to:						

INDEX GROUP LTD Unit X1, Claybrookes Court, Herald Way, Binley Ind. Estate, Coventry, CV3 2NY Telephone: 0800 085 9885 E-mail: electrics@indexgroup.org



INDEX GROUP LIMITED (Electrical Division)

PLEASE PROVIDE A SKETCH PLAN INDICATING THE POSITION OF ELECTRICAL FITTINGS ON THE GRID BELOW

EXHIBITION:

STAND No.:

Please utilise symbols below to indicate the positions of your fittings:

O = Spotlight X = Socket

Terms and Conditions for the supply of electrical services to exhibitors

General – These terms will form the basis of a contract under English law. For the purposes of this contract the person or business requiring electrical services will be known as "the Exhibitor" and the supplier of the services will be known as "Index Group".

- Payment Payment is required from the exhibitor prior to the supply of services. No electrical services will be provided without full settlement in advance.
- Services Index Group will supply electrical services as requested by the exhibitor via the official Index Group order form and associated plan paperwork. Failure to correctly complete the order form or plan paperwork may result in delay to the supply of services. All correctly completed orders will be provided by Index Group prior to the start of the exhibition/event. Index Group will perform essential testing of the services prior to the handover of the installation to the exhibitor, to comply with health and safety legislation. Any changes required to the services and/or their positioning on the installation must be notified to Index Group prior to the start of the event. Any late changes will be dealt with as quickly as possible but Index Group will not accept responsibility for any delay in provision of services, due to late changes.
- Failure In the unlikely event of failure of the pre-tested services, the exhibitor must inform a member of Index Group staff within 1 hour of the failure. In the unlikely event that the services have not been put in place at the start of the event, the exhibitor must inform a member of Index Group staff within 1 hour of the start of the event. Index Group has a manned services desk to assist customers, which is the first and main point of contact in the event of the failure of services. During office hours the following number may be used if the desk is temporarily vacant 02476 636783. Engineers are also onsite and wearing Index Group indentifying clothing

Refunds - Index Group will not issue refunds in the event of:

Alteration of the original installation by non-Index Group staff

Delay in reporting of faults or failures subject to Conditions 3 and 4 above

Variation of the exhibitor's original order during the event.

Cancellation or Reduction of Orders

Any order cancelled or reduced 14 working days prior to the event will result in 50% charge of the full order value or order reduction amount, respectively. Within 7 days prior to the first day of the event, no refund or credit will be offered. These charges reflect the late amendment penalties imposed on us by venues.

Specific exclusions – Index Group reserves the right to suspend services without refund in the following instances: Use of more than one extension lead in a single stand socket Use of appliance(s) which singly, or in combination, exceed the electrical supply capacity contracted for and correctly supplied

Exhibition Name:							
	Stand Number:						
Company Name:							
Address:							
Country: P	ostcode:						
elephone: F	acsimile:						
Contact Name: E	U VAT Number (if applicable):						
Email:	PO Number:						
PAYMENT POLICY	CREDIT CARD CHARGE AUTHORISATION						
Payment for services— Index Group Ltd requires payment in full at the time services are ordered.	All information must be provided. Your order will not be processed if any information is missing.						
Method of payment— Index Group Ltd accepts all major credit / debit cards, and bank transfers only. Purchase orders are not considered payment.	Please note that there is a surcharge for credit card transactions.						
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.	Please ensure this form is returned with all orders. Debit Card						
Bank Transfer	Card Number: Expiry Date:/ Security Code (Last 3 digits on signature strip) Start Date (if shown):/ Issue Number (if shown):						
Full payment must be received prior to the build up of the show.	Cardholders Name: Cardholders billing address (If different to above):						
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.	Post Code:						
Please include your invoice number in your payment reference.	Cardholders Signature: Date://						
l agree in placing this order that I have accepted the Terms & Conditions of the Index Group Ltd:	Please note this form will be destroyed once payment has been processed/received.						
Signed: Print Name: Date://	If you have any questions relating to any of the information on this form please contact us on: 0800 085 9885						

to corresponding email/postal address which can be found on the bottom of the relevant order form.



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