

# ADI TEAM CONGRESS 2025

## 1st - 3rd MAY 2025

### THE BRIGHTON CENTRE, BRIGHTON

|           |          |
|-----------|----------|
| Index Use | 3826/426 |
| E.C.      |          |
| BOMPAC    |          |
| PAYMENT   |          |

## ELECTRICAL ORDER FORM

|                  |  |
|------------------|--|
| <b>Stand No.</b> | <b>Deadline Date - Monday 31st March</b> |
|------------------|--|

\* 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 | Standard price | Qty | Total |
|--|---------------------------|----------------|-----|-------|
| 1 x Low Voltage Spotlight                              | £67.00                    | £84.00         |     |       |
| 3 x Low Voltage Spotlight                              | £133.00                   | £166.00        |     |       |
| 2 x Low Voltage Spotlight & 500w Socket Outlet - 2amps | £239.00                   | £299.00        |     |       |
| 500w Socket Outlet - 2amps                             | £173.00                   | £216.00        |     |       |
| 1kw Socket Outlet - 4amps                              | £238.00                   | £298.00        |     |       |
| 2kw Socket Outlet - 8amps                              | £336.00                   | £420.00        |     |       |
| 3kw Socket Outlet - 12amps                             | £493.00                   | £616.00        |     |       |
| 500w Socket Outlet 24hrs supply (Fridge)               | £447.00                   | £559.00        |     |       |
| <b>Shell Scheme Testing Fee</b>                        | <b>£15.00</b>             | <b>£15.00</b>  |     |       |
| <b>Space Only Testing Fee</b>                          | <b>POA</b>                | <b>POA</b>     |     |       |

The new Electrical Testing charge is now required to meet the revised minimum testing requirements in line with BS7671 (2008). The **compulsory** order form testing charge of £15 is for order form items only.

All **direct mains** ordered will need to provide relevant information at the time of quotation, full details can be given upon request. If a **direct main Test & Inspect** is required then this will be by **quotation** also.

**No goods will be supplied unless full payment is received**

|   |               |
|---|---------------|
| <b>*Testing</b>                                   | <b>£15.00</b> |
| <b>Sub Total</b>                                  |               |
| 1.39% surcharge for business debit card payments  |               |
| 2.18% surcharge for business credit card payments |               |
| 1.9% surcharge for AMEX payments                  |               |
| <b>Total</b>                                      |               |
| <b>Vat 20%</b>                                    |               |
| <b>Total</b>                                      |               |

|               |
|---------------|
| Company Name: |
| Address:      |
| Postcode:     |
| Telephone:    |
| Contact Name: |
| EU VAT No:    |
| Email:        |

Please supply a drawing to show position of fixings

For any items not listed a quotation may be obtained from Index Group

**Any items requested on site will be supplied subject to availability and will incur a 20% surcharge on the STANDARD RATE prices**

For your convenience orders can be placed at <http://ig.events/content/electrical-order-form>

**Please return to:**

INDEX GROUP LTD  
 1 Lomax Street, Radcliffe, Manchester, M26 1PX  
 Telephone: 0800 085 9885  
 E-mail: [electrics@indexgroup.org](mailto:electrics@indexgroup.org)



Event & Exhibition Solutions

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# INDEX GROUP LIMITED (Electrical Division)

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

EXHIBITION:

STAND No.:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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 identifying 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

# 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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