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Shell Scheme Accessories Order Form

Full Circle Events & Exhibitions Ltd
Engels House, Victoria Mills
Weaste Trading Estate
Liverpool Street
Salford M5 5HD
Email: Exhibit@Fullcircleeventsltd.co.uk
Tel: 0161 393 3949 Fax: 0161 873 7688

Fullcircle

Harrogate Convention Centre
25th-27th January 2022

Our Ref: 3161

Early Booking Deadline 17th December 2021

Exhibitor Company Name:		**Stand No.**	
Email Address for Invoice:		**Contact Name:**	
Company Name to Invoice		**Contact Email:**	
Full Invoice Address:		**Contact Tel:**	
		Date:	
Postcode:	**VAT Reg No. (Non-UK EU Customers):**		

ITEM/DESCRIPTION (All items are on hire unless stated)	UNIT	Early Booking Price	Standard Price	QTY	Total
1m x 1m Store Room with Lockable Door	each	£135.50	£162.60		
1m x 1m Store Room with Curtain	each	£121.50	£145.80		
Extra Foamex Wall Panel White 1m(w) x 2.5m(h)	per metre	£69.00	£82.80		
Lockable Door Entrance (Only)	each	£85.00	£102.00		
Curtained Entrance (only) 1m wide - White	each	£69.00	£82.80		
Shelf (sloping) 300mm deep (Please specify height)	per metre	£33.00	£39.60		
Shelf (flat) 300mm deep (Please specify height)	per metre	£33.00	£39.60		
Garment Rail (Please specify height)	per metre	£35.00	£42.00		
Waterfall Bracket (Please specify height)	each	£25.00	£30.00		
Hat & Coat Hooks (set of 5)	each	£25.00	£30.00		
Mirror - h150cm x w40cm (Hung to wall)	each	£40.00	£48.00		
Slat Walling 1m(w) x 2.5m(h) (NB: We do not supply fixings)	per metre	£90.00	£108.00		
Re-enforced Wall Panel White for TV Screens 1m(w) x 2.5m(h)	per metre	£80.00	£96.00		
White Muslin Ceiling	per m2	£12.00	£14.40		

Please ensure that you provide locations and heights of fittings where necessary.
You can use the shell accessories plan provided or submit your own.

All cancellations must be made to us in writing. Refunds may not be given for your cancelled items within 30 days of the pre-show build date..

Non-UK EU Customers - If we do not recieve your VAT Number we will charge you VAT at a rate of 20%

Sub Total :	
VAT @ 20% :	
Total:	

IMPORTANT: Orders will not be processed without Payment in Full. For chosen Method of Payment please indicate with a tick
(NB: We DO NOT accept AMEX)

Cheque	☐	*Payable to Full Circle Events & Exhibitions Ltd. NB: Cheques are not acceptable 5 days prior to 1st day of build up or for any on-site orders*
Bank Transfer	☐	*Please use Our Ref / Your stand no. as a reference*
Credit Card	☐	*Details to be completed below or if you prefer, telephone our office and ask for our Finance Department who will be happy to take your card details from you.*
Debit Card	☐	***IMPORTANT: There will be a charge of 3% added to your order should you be paying with a Business debit or credit card .***

FULL CIRCLE BANK DETAILS
Account No: 64348865
Sort Code: 01-10-01
IBAN No: GB59NWBK01100164348865
Swift No/BIC: NWBKGB2L

Vat Reg No. GB 167 9174 66

Card Details (complete details where applicable) ☐ **Please tick if paying by Business card**

Card No. (16 digits):		**3 Digit Security Code:**	**Our Finance Dept will contact you for your Security Code to complete your order**
Name on Card:		**Issue No:**	
Address to which the card is registered to:		**Valid From:**	
		Expiry Date:	

An invoice confirmation of your order will be emailed to you from our finance department. Don't forget to keep a copy of your order for your records.

Internal Use Only:						
	Payment Received		Drawing Received		Added to Schedule	
	Processed By			Date Processed		

Shell Scheme Accessories Location PLAN

Our Ref: 3161

Company Name: _____

Stand No: _____

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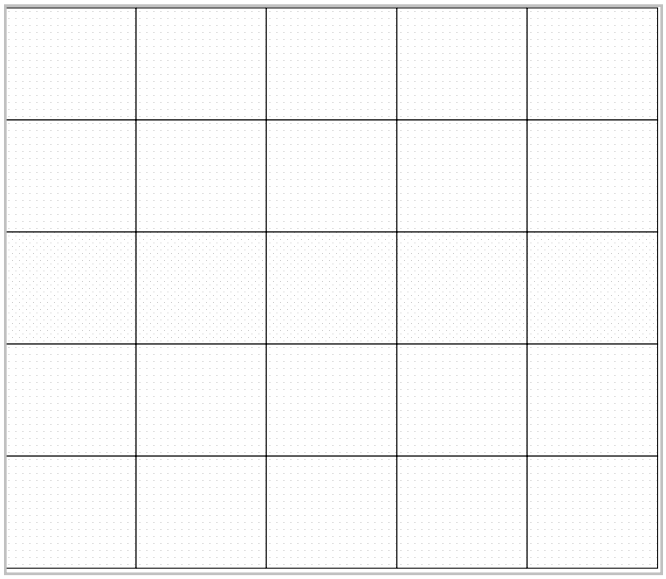

FRONT OF STAND

Please use this grid to place all your ordered items on your stand including any required height information.

You can print this form, hand draw, scan and email to us along with your order.

Alternatively, you can attach your own layout or upload onto the grid

Orders submitted without this plan will have your

Please Indicate type of stand:

Shell ☐ Space ☐

Do you have a platform:

Yes ☐ No ☐

SCALE (please indicate)

1 square = 1m ☐ 1 square = 2m ☐

It is important that the sketch gives details of the open front(s) of the stand, and also the orientation of the stand in relation to others.

IMPORTANT - Please Read The Following Notes:

1	All items (subject to availability) are nett on hire and provided in accordance with suppliers' terms and conditions , and should be insured during the show period against all risks for 3 times the rental value.
2	This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered.
3	Loading of shelves (per 1m panel): 1 shelf - max 25kg / 2 shelves - max 40kg / 3 shelves - max 60kg / 4 shelves - max 80kg.
4	If you do not complete this diagram or indicate the heights and dimensions of all orders, items will be placed at our discretion. Subsequent change will be subject to a £25 charge.
5	All cancellations must be made to us in writing. Refunds may not be given for your cancelled items within 30 days of the pre-show build date.
6	Should you experience any problems with your fittings during the open period of the show please ensure that you inform the organisers or Full Circle immediately so that they can make a log of your problem and contact our standby team to visit your stand to fix any issues. Any Post-Show concerns regarding our services should be made in writing within seven working days of the close of the show.

1. In placing a Client Order with Full Circle Events & Exhibitions Ltd. the Client accepts, with no reservations, that these Terms and Conditions of Business take the place of any other document, prior written or oral agreement, as well as the Client's terms and conditions of purchase or hire.
2. Full Circle Events & Exhibitions Ltd. Terms and Conditions of Business can only be amended in writing.
3. The Contract will be interpreted and applied in accordance with English Law and the parties to the Contract agree to submit to the exclusive jurisdiction of the English Courts.
4. A Client Order must be evidenced in writing either by signing a Full Circle Events & Exhibitions Ltd. Order Form or by accepting a Full Circle Events & Exhibitions Ltd. Quotation. Except where stated, Full Circle Events & Exhibitions Ltd. terms and conditions of Business for the placing of Client Orders, their variation and cancellation, will apply to quotations, Order Forms, Site Orders and Electronic Sales Orders.
5. In the event that you cancel an order, even if only advised orally, you will be liable for any work put in hand in order to meet the timescales necessary to complete work to the deadlines of the event for which the work is intended.
6. All Client orders placed after the defined Cut Off Dates will be subject to late order surcharges. The same will apply for any request to change a Client Order and/or additional Orders made outside the aforementioned deadlines.
7. Acceptance of a Client Order will be conditional on timing and on stock availability. Full Circle Events & Exhibitions Ltd. reserves the right to supply in lieu and in place of the equipment ordered, any similar equipment fit for the general purpose of the required items of equipment or service.
8. In the event of cancellation of a Client Order by a Client, the Client will pay to Full Circle Events & Exhibitions Ltd. the labour and material costs of any work undertaken by Full Circle Events & Exhibitions Ltd.in order to fulfil the Client Order, at Full Circle Events and Exhibition Limited's Rates.
9. Any Client Order placed on Site will be charged at the standard price as detailed in the exhibitor manual or as detailed on any Order Form.
10. All prices are exclusive of VAT.
11. Where a client wishes to amend a Client Order after work has started on Site, the Client may be subject to a charge. Full Circle Events & Exhibitions Ltd. will only proceed to make any change after a written request has been signed by the Client's representative on Site. Labour time incurred by Full Circle Events & Exhibitions Ltd. or its contractors will be charged at the Full Circle Events and Exhibitions Limited's Rate.
12. In the event of non-delivery or if the Client is not satisfied that the goods or services that have been ordered are delivered in conformity to the Quotation then a member of the Full Circle Events & Exhibitions Ltd. Site team must be notified before the Open Period of the event. If the Client is not satisfied with the remedial action taken by Full Circle Events and Exhibitions Limited, the matter should be addressed with the Senior member of the Full Circle Events & Exhibitions Ltd. Site time or with the Event Organiser's on-site staff.
13. In the event of a dispute that cannot be resolved on site, the Client will submit their complaint in writing to Full Circle Events & Exhibitions Ltd. within seven days of the opening of the Event. Full Circle Events & Exhibitions Ltd. will consider the complaint and respond to the Client within ten working days.
14. No complaint will be addressed unless it has been brought to the attention of Full Circle Events and Exhibitions Limited's team before the Open Period of the Event.
15. If, after return, apparently malfunctioning products are found by Full Circle Events & Exhibitions Ltd.to be to specification and fully operational, then the Client will be charged for Full Circle Events and Exhibitions Limited's costs in recovering and replacing the item with all costs calculated at the Full Circle Events & Exhibitions Ltd. Rate.
16. Once the Contract is complete, the Client will not be able to claim "force majeure" or an act of God against Full Circle Events and Exhibitions Limited, as Full Circle Events & Exhibitions Ltd.will be considered to have performed its contractual obligations.

PAYMENT

17. Unless otherwise agreed, all Client Orders for items ordered from Order Forms must be accompanied by full payment.
18. In the event of non-payment within the terms detailed in our Quotation Full Circle Events & Exhibitions Ltd. reserve the right to withhold goods or services that have been ordered.
19. It is the duty of the hirer to provide at an event or exhibition, a duly authorised representative to accept furnishings and to give a written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and deemed to have accepted the delivery and these conditions.
20. As from its being made available, its delivery or acceptance, the Client will be responsible for the safety of Full Circle Events and Exhibitions Limited's property throughout the duration of the event and will be responsible for any damage to Full Circle Events and Exhibitions Limited's property cause by the actions of Client or its customers.
21. During this period Full Circle and Exhibitions Limited disclaims all responsibility concerning documents, objects, samples, equipment or other goods present in/ under/ on the equipment rented by the Client.
22. The Client undertakes:
    22.1 To use the equipment in accordance with its usual purpose, to do nothing nor allow anything to be done that could lead to its damage or its disappearance, to give it the normal maintenance required, to keep it and return it in good working order, and to respect Full Circle Events and Exhibitions Limited's particular recommendations, specific advice for use and appropriate warnings which it acknowledges having read notably in these Terms and Conditions, the specifications sheets, and/or documents that were handed over to it on delivery.
    22.2 Not to carry out any modification or repair to Full Circle Events and Exhibitions Limited's property, however small.
    22.3 Not to nail, apply adhesive or paint, or damage Full Circle Events and Exhibitions Limited's property in any way without Full Circle Events and Exhibitions Limited's agreement or the express permission as set out in the Exhibitor manual and Do's and Don't sheet for the event.
    22.4 To allow any of Full Circle Events & Exhibitions Ltd.representatives or persons authorised by the latter, unrestricted access to the equipment installed for purposes of maintenance and to take any necessary steps to make their mission easier.
    22.5 To return goods to Full Circle Events & Exhibitions Ltd.free of any object.
    6.6 To be responsible for any electrical item connected to a socket or mains connection installed by Full Circle Events & Exhibitions Ltd.and to accept full responsibility and all consequential costs resulting from the connection of a faulty or inappropriate electrical item connected to a socket or mains connection installed by Full Circle Events and Exhibitions Limited.
    22.7 To pay Full Circle Events & Exhibitions Ltd.the cost of repair or replacement (as appropriate) for any items damaged whilst in the care of the Client however caused.
23. All goods, materials, plant or machinery supplied by Full Circle Events and Exhibitions Limited, shall be on hire unless otherwise stated. The period of hire will be Duration of the Event unless otherwise stated. Full Circle Events & Exhibitions Ltd. shall enter the Site to collect and remove its property as soon as permitted after the end of the Open Period.
24. The illustrations and/ or photographs featured in the sales documentation or manual (irrespective of the medium) are for guidance only and are not binding specifications.
25. Clients may photograph work carried out by Full Circle Events & Exhibitions Ltd. for their own marketing purposes only.