

Furniture Order Form

Image Line
Communications Ltd
1A Zetland House,
5-25 Scrutton Street,
London EC2A 4HJ

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www.imageline.co.uk
www.ilexhibitions.co.uk
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Company:

Address for Invoice:

Post Code:

Telephone:

Fax:

Email:

Exhibition: Procurex National 2010

Venue:

Stand Name:

Stand Number:

Hall Number:

Preferred Delivery Date:

(Note: It may not always be possible to meet this date)

Customer Order Number (Optional)

I HAVE READ AND ACCEPTED THE TERMS AND CONDITIONS AND AGREE TO ABIDE BY THEM.

Signed:

Name: (Block Capitals Please)

FURNITURE

QUANTITY	CODE NO.	COLOUR	DESCRIPTION	UNIT PRICE	TOTAL PRICE

For further details please apply for Furniture brochure

Total (excl. VAT) _____

VAT @ 17.5% _____

GRAND TOTAL _____

METHODS OF PAYMENT

Except where a customer has a current account with us, payment is due no later than 7 days prior to the required delivery date and can be made only to the address above by the following methods:

- Cheque in Sterling drawn on a UK bank
- Sterling Bankers draft to the address above
- Switch / Mastercard / Visa / Delta
- Established Trade Account

COMPLETE THE BOX TO THE RIGHT IF YOU WISH TO PAY BY CREDIT/DEBIT CARD.

IMPORTANT NOTICES

Orders will not be processed without full payment. We do Not Accept Cheques 7 days Prior 1st Day of Build up

VAT at the standard rate, will be added to prices.

All Credit Card transactions are subject to a 2.5% surcharge.

All Debit Card transactions are subject to a £1 surcharge.

PLEASE DEBIT MY

(please tick)

SWITCH

MASTERCARD

VISA

DELTA

CARD NO

SECURITY CODE

(LAST 3 DIGITS ON REVERSE OF CARD)

ISSUE NO.

(SWITCH ONLY)

START DATE

EXPIRY DATE

ADDRESS (WHERE CARD IS REGISTERED)

Postcode:

SIGNATURE

NAME (BLOCK CAPITALS PLEASE):

TELEPHONE

EMAIL ADDRESS

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REAR OF STAND				
FRONT OF STAND				

Please circle the scale you wish to use.

- 1 Square - 1m
- 1 Square - 2m

Key for items

- o - Spotlight
- x - Power point at floor level
- ∅ - Power point at ceiling level
- o-o-o - Light track
- === - Fluorescent
- c - Connection to clients own lighting
- m - Mains Position

- Space only
- Shell Scheme
- Do you have a platform

Please add any additional information on items you may require on a separate sheet

This diagram will be used to place/fit all orders on your stand. Ensure you complete this diagram clearly and show all heights and dimensions for the placement of all items you have ordered.

If you do not complete this diagram or indicate the heights or dimensions of all orders, items will be placed at our discretion. Subsequent changes will be subject to a £25 minimum charge.

Terms and Conditions

This extract of Image Line Communications Ltd's Terms of Business summarises the principal matters relating to the provision of Shell Scheme Extras, Electrical Services, Hire of Furniture and Floral and Floor Coverings. At all times Image line's full Terms of Business will apply and this extract is for clients' convenience only. Image line's full Terms of Business can be viewed at www.imageline.co.uk. Alternatively, a printed copy can be provided, on request, to Image line's Company Secretary. For convenience paragraphs retain the numbering of Image line's complete Terms of Business.

1.1 In placing a Client Order with Image line 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.

1.2 Image line's Terms and Conditions of Business can only be amended in writing.

1.3 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.

2.1 A Client Order must be evidenced in writing either by signing a Image line Pre Payment Order Forms or by accepting an Image line Quotation. Except where stated, Image line's terms and conditions of business for the placing of Client Orders, their variation and cancellation, will apply to Quotations, Pre Payment Order Forms, site orders and Electronic sales orders.

2.5.1.4 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.

2.2.1.2 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.

2.2.1.3 Acceptance of a Client Order will be conditional on timing and on stock availability. Image line 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.

2.5.3 In the event of cancellation of a Client Order by a Client, the Client will pay to Image line the labour and material costs of any work undertaken by Image line in order to fulfill the Client Order, at Image line's Fully Costed Rates.

2.6 Any Client Order placed on Site will be charged at the surcharged price as detailed in the exhibitor manual or as detailed on any Prepayment Order Form.

3.1.3 Furniture hire Prices are quoted for the Duration of the Event for which they are made available hired (provided the total hire period does not exceed 14 days). A delivery charge may be applied if Image line is not an Official Contractor at an Event.

3.1.4 All Prices are exclusive of VAT.

3.2.2 Where a Client wishes to amend a Client Order after work has started on Site, the Client will be charged in accordance with the terms set out below at 3.3.1, for changed Client Orders. Image line will only proceed to make any change after a Site Order Variation Sheet has been signed by the Client's representative on Site. Labour time incurred by Image line or its contractors will be charged at the Image line Fully Costed Rate.

4.1 It is the duty of the hirer to provide at such event or exhibition, a duly authorised representative to accept the 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 be deemed to have accepted the delivery and these conditions.

4.2 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 Image line Site team must be notified before the Open Period of the Event. If the Client is not satisfied with the remedial action taken by Image line, the matter should be addressed with the Senior member of the Image line Site team or with the Event Organiser's on site staff.

4.3 In the event of a dispute that cannot be resolved on site, the Client will submit their complaint in writing to Image line within seven days of the opening of the Event. Image line will consider the complaint and respond to the Client within 10 working days.

4.4 No complaint will be addressed unless it has been brought to the attention of Image line's team before the Open Period of the Event.

4.5 If, after return, apparently malfunctioning products are found by Image line to be to specification and fully operational, then the Client will be charged for Image line's costs in recovering and replacing the item with all costs calculated at the at the Image line Fully Costed Rate.

4.6 Once the Contract is complete, the Client will not be able to claim "force majeure" or an act of God against Image line, as Image line will be considered to have performed its contractual obligations.

4.7 For the hire of furniture, the liabilities of the Client commence at the time the furniture is delivered to Site, or are collected from Image line's premises, and continue until they are collected from the Site by Image line or are returned to Image line's premises. During this time the Client will:-

(i) Keep at the Client's own expense the furniture in good and substantial repair and condition and in the event of any article being damaged beyond repair

or lost by fire, theft or any other cause whatsoever, will pay Image line the full replacement value of the furniture plus the original - hire charge. In the event of any item being damaged and requiring repair the Client will pay the full cost of such repair in addition to all hire charges.

(ii) Keep the furniture fully insured to their full replacement value against all risks. Clients are reminded that the period of the insurance shall include at least five days prior to the opening of the event or exhibition for which they are hired, and at least five days after its conclusion. Furniture is hired only on this condition.

PAYMENT

4.8.1 Unless otherwise agreed, all Client Orders for items ordered from Pre-payment forms must be accompanied by full payment.

4.8.2 In the event of non payment within the terms detailed in our Quotation Image line reserve the right to withhold the goods or services that have been ordered.

4.8.3 In the event of late payment, with reference to the terms detailed in Image line's Quotation, Image line reserves the right to charge interest of 3% p.a. over the HSBC base rate until paid. 5.2.4 Save as expressly provided in all these Terms and Conditions, the Client shall indemnify Image line against all actions, claims and demands whatsoever arising from any loss or damage of whatsoever nature suffered by any party as a result of its conduct in completing the Contract or complying with any Event or Site conditions.

6.1 It is the duty of the hirer to provide at an event or exhibition, a duly authorised representative to accept the 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 be deemed to have accepted the delivery and these conditions.

6.2 As from its being made available, its delivery or acceptance, the Client will be responsible for the safety of Image line's property throughout the Duration of the Event and will be responsible for any damage to Image line's property caused by the actions of the Client or its customers.

6.3 During this period Image line disclaims all responsibility concerning documents, objects, samples, equipment or other goods present in / under / on the equipment rented by the Client.

6.4 Clients are reminded that all equipment should be emptied of personal belongings immediately at the end of the Open Period of the Event, in order that Image line's property may be removed from Site as quickly as practical. Image line accepts no responsibility for the safe custody of goods left in cabinets, draws or similar storage items.

7.1 Image line provides all goods, including complete stand structures on hire only and the Client undertakes:

7.1.2 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 to return it in good working order and clean, and to respect the Image line'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 the documents that were handed over to it on delivery.

7.1.3 Not to carry out any modification or repair to Image line's property, however small.

7.1.4 Not to nail, apply adhesive or paint, or damage Image line's property in any way without Image line's agreement or the express permission as set out in the Exhibitor manual for the Event.

7.1.5 To allow any of Image line's 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.

7.1.6 To return goods to Image line free of any object.

7.1.7 To be responsible for any electrical item connected to a socket or mains connection installed by Image line 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 Image line.

7.1.8 To pay Image line the cost of repair or replacement (as appropriate) for any item damaged whilst in the care of the Client however caused.

8 All goods, materials, plant or machinery supplied by Image line, shall be on hire unless otherwise stated. The period of hire will be Duration of the Event unless otherwise stated. Image line shall enter the Site to collect and to remove its property as soon as permitted after the end of the Open Period.

10.1 The illustrations and / or photos featured in the sales documentation (irrespective of the medium) are for guidance only are not binding specifications.

10.2 Clients may photograph work carried out by Image line for their own marketing purposes only and attention is drawn to paragraph 9.2 (please see full terms and conditions at www.imageline.co.uk) regarding the use of Image line designs.