



CONFERENCE
MANCHESTER CENTRAL

22

TUESDAY 29 TO WEDNESDAY 30 MARCH 2022



ucisa22
Exhibitor
Booking
Pack



ucisa22 Exhibitor Booking Pack

Back this year!

Following feedback from both Delegates and Exhibitors over the last couple of years we've had to make the decision to put a limit on the number of Exhibitor passes to two per stand and additional passes to three per stand.

Bookings

The booking procedure will be the same as in previous years in that you will only be booking the Exhibition space (which includes the shell scheme, carpet and a basic electrical package), with ucisa. Please note that if you book *space only* the electrical package and name boards are **not** included.

For any extra shell scheme, stand fitting please deal direct with our Exhibition stand builders, [Hirex](#). For any extra electrical requirements, please deal direct with our electricians, [Meridian](#). For furniture requirements, please deal direct with [Europa International](#). Further details on all the suppliers together with orders forms can be found at the end of this Booking Pack.

Terms

- **Your 2022 membership invoice must be paid before we will confirm your booking. Membership for 2022 is ££2974.32 inc VAT**
- On receipt of your signed booking form and official PO, stands will be offered to sponsors first (in order of value of sponsorship) and then in order of receipt of booking. **Bookings will not be accepted or space held without a completed Booking Form and copy of your official PO made out to ucisa Services Limited, NOT ucisa.**

*The **Exhibition** is open from 1000–1800 on Tuesday 29 March and 0900–1600 on Wednesday 30 March. The **Conference** is open from lunchtime on Tuesday 29 March until lunchtime on Thursday 31 March.*

The Exhibition will be held in the Exchange Hall, where the Conference delegates will take their tea, coffee and lunch breaks. There will also be a late afternoon-early evening drinks reception on the Wednesday within the Exhibition so please ensure your stand attendees are aware of this.

The Exhibition pack includes all daytime refreshments for up to **2 exhibitors** over the 2 days. More than 2 (to a maximum of 5) must register and pay for extra exhibitor passes. **NB** Exhibitor passes may only be used for exhibiting company staff. All other attendees must book and pay as Delegates.

Sponsorship

You will find full details on all sponsorship packages on the next pages.

Pre-Conference meeting rooms

If you would like the opportunity to arrange pre-conference presentations or customer meetings on the Wednesday morning there will be a few rooms available at the venue from 1000-1300. The rooms will include a basic AV package (screen, data projector, sound, wifi connectivity and light refreshments. The cost is £1500 + VAT. **Please note, these pre-sessions must be booked at least a month before the event** and details regarding your session supplied in time for a Pre-Session mailing which will go out at the end of February. Pre-session attendees are not entitled to access the Conference or Exhibition areas if they haven't registered for the Conference. They will be supplied with a pre-session pass badge on arrival at the Conference Registration desk. It is up to you to organise your own marketing of the session beyond the above mentioned group mailing and the taking of registrations, if required. Please contact the ucisa office if you wish to book one of these rooms.

Mailings to delegates

Mailings to the delegates must be scheduled with us well in advance as slots in the run up to the Conference fill up very fast. ***Please be aware that we only send one mailing per day.*** We would strongly urge you not to send unsolicited emails regarding your attendance at ucisa22. Whilst we appreciate the contribution our exhibitors make to the success of the event and your desire to publicise your attendance, our members have complained about unsolicited mail which doesn't reflect well on the sender.

Flyers

The cost of putting flyers into the delegate packs is £500 (members) and £1,000 (non-members) + VAT. If you wish to take advantage of this opportunity, please include *Flyers* on the Booking Form and add the cost to your PO.

Deadlines

Friday 26 November – receipt of PO for 2022 membership renewal (£2974.32 inc VAT)

Stand numbers are limited and are on a first come basis.



ucisa20 Leadership Conference Sponsorship

ucisa values the contributions of its Corporate members and, in turn, Corporate members benefit from exposure to the higher education community through attending the ucisa Annual Conference. The ucisa sponsorship packages are an excellent way to increase visibility with all our higher education members, who represent the majority of decision makers and budget holders within the community. Whilst ucisa has always sought ways to acknowledge your generosity, the sponsorship package makes your organisation far more visible to those members.

Sponsorship is only available to Corporate members who have booked an exhibition stand.

All sponsorship packages include your company profile and logo on the Conference website, a mention in the Welcome note and your logo in the Conference App.

1 Primary sponsorship package **£15,000 (+ VAT)**

- **keynote plenary presentation* (One free speaker place for the day of the presentation)**
- **panel session involvement***
- **access to a meeting room for a pre-conference session**
- **sponsorship of the Conference Pre dinner drinks reception**
- **5 minute Primary Sponsorship introduction**
- **advert in the Conference App**
- **logo included in ucisa attendee communication pre and during event**
- **logo on rotation on the holding slides during the conference breaks**
- **pre-event email to ucisa members**

5 Platinum packages (parallel business showcase) **£9,500 (+ VAT)**

- **single 30 minute partner case study slot**
- **One free speaker place for the day of the presentation**
- **advert in the Conference App**
- **pre-event email to ucisa members**
- **your choice of sponsorship of one of the platinum options listed below.**

Platinum sponsorship options (*one* option per platinum sponsor):

Dinner entertainment
Opening keynote
Closing keynote
Dinner wine (Conference)
Dinner wine (Tuesday)

* Primary sponsorship will include a keynote presentation and the opportunity to be involved in a panel discussion, as long as a suitable presentation is agreed upon. We will require you

to submit a 200-word proposal by Friday 3 December latest (including details of your presenters and a title) for consideration by the Conference Committee.

Platinum sponsorship includes a single 30-minute Partner Case Study slot and will require you to submit a 200-word proposal by Friday 3 December latest (including details of your presenter and title) for consideration by the Conference Committee. This is a parallel session within the main body of the Programme.

You will find a Brief for both packages on the next page.

Other sponsorship items. Those sponsoring over £3,000 + VAT will be listed as Silver sponsors and those sponsoring over £6,000 + VAT will be listed as Gold sponsors.

Specific items which you may put your name against are:

Wifi	£7,000.00
Drinks reception in Exhibition (Tuesday)	£7,000.00
AV	£6,000.00
Conference bags	£6,000.00
Delegate bingo card	£4,500.00
Conference lanyards	£3,500.00
Notepads	£3,000.00
Lunchtime video advertisement (x 5-8)	£2,500.00
Speaker sponsorship (x 4)	£3,000.00
	All + VAT

Branded sponsorship items will be available once the other items have been taken.



ucisa20 Primary and Platinum sponsorship brief

Building on the success of ucisa 2019 for ucisa 2022 we will be focusing on inspiring and enabling outstanding leadership in IT.

The HE and FE Sectors continue to operate in what is undoubtedly one of the most challenging periods of sustained change in their histories. As a result, the need to seek out best practice from both within and outside the sector, as well as the best products/services has never been greater if we are to ensure we have the agility and creativity needed to meet the challenges our institutions face.

ucisa20 will attract around 300 senior IT staff from across 100 HE and FE institutions. As in previous years delegates will primarily be CIOs, Directors and Deputy/Assistant Directors for IT, and other senior managers with responsibility for either the whole or large parts of the Information Service delivery in their institutions.

You will appreciate that the services they oversee are extensive and will include network and telephony, business systems, virtual learning environments, all aspects of student computing, teaching & learning technologies, eLearning, communication & collaboration suites, portals, service desks and statutory and legislative requirements to name but a few! They will play a major role in their institution's strategy and will have procurement and purchasing responsibilities.

The Programme will include a range of high quality, stimulating speakers on a wide variety of topics, as well as University and Partner Case Studies.

Rather than theming our focus for this year's sponsored sessions, we are taking on board your feedback, and that of our delegates by inviting companies to demonstrate their approach to any hot topic currently circulating the sector. These could include, but are not limited to;

- Learning analytics
- Using AI solutions in any part of the student journey
- Improving digital literacy
- Transforming the student learning experience
- Leveraging the cloud to reduce risks and improve agility
- Using AR and VR in teaching
- Managing the risks of GDPR
- Diversity and Inclusion
- Developing the workforce of the future

We would like to suggest that your presentation focuses on what your services, software or solutions may offer in support of these challenges, or any others you might identify.

Our members (your potential customers!) have indicated that the most effective and best received presentations are those given in conjunction with an institution that has implemented or is implementing one of your solutions. So, to ensure you achieve

maximum benefit from your case study, please ensure that your presentation is customer led and benefits focused. To this end we would ask that you inform us, when you submit your proposal, which institution you are partnering with for your keynote/case study.

Please be aware that past feedback has clearly indicated that a direct sales pitch is likely to turn off your audience and leave you languishing behind your peers!

The deadline for proposals is Friday 3 December.



ucisa22 Leadership Conference Exhibition
 29-30 March 2022, Manchester Central
EXHIBITION/SPONSORSHIP BOOKING FORM

The booking deadline is Friday 21 January 2022

Price

The Exhibition stand price is £2,750 + VAT. Stands should be booked in multiples of 6 metres (3m wide x 2m deep).

a) The **Shell Scheme** package includes:

the shell scheme; carpet; a basic electrical package (2 x spots and 1 x 8 amp socket); exhibitor refreshments during the day for up to 2 people); entrance to the conference sessions.

b) The **Space Only** package includes:

carpet; exhibitor refreshments during the day (for up to 2 people); entrance to the conference sessions.

Neither package includes the dinners or accommodation.

Do you require the a) shell scheme or b) space only package? _____ .

NB If booking Space Only, you will need to order your electrical package separately with Meridian.

Wifi internet access for email and browsing only is **complimentary**. If you require a hard wired internet connection instead, please contact Manchester Central via the instructions in the back of this pack.

We wish to book an exhibition stand of _____ m². Size _____ m x _____ m.

We wish to sponsor _____ for £ _____.

Please send an invoice against our Purchase Order No _____

NB Cancellations will not be accepted after the booking deadline.

Company name _____

Address _____

Town/City _____ Postcode _____ Tel _____

No _____ Email _____

Contact name (this person must already be registered, [via the website](#), to enable us to process the booking)

Invoicee details (person in Finance Dept to whom invoices should be sent) _____

Town/City _____ Postcode _____ Tel _____

No _____ Email _____ Signed _____

_____ Dated _____

Please email events@ucisa.ac.uk with your official Purchase Order made out to **ucisa Services Limited**

NB Payment for your booking must be made before the event.

**UCISA 22 LEADERSHIP CONFERENCE
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MANCHESTER CENTRAL
EXCHANGE HALL, MANCHESTER**

Index Use	2819/619
E.C.	
BOMPAC	
PAYMENT	

ADDITIONAL STANDFITTING ORDER FORM

For Shell Scheme stands only

Stand No.

Deadline Date - Monday 28th February

* to qualify for 20% early order discount please see information below.

Item	Price	Quantity	Total
1. Extra Panels - 1000mm (graphic image optional extra - see 11) (Full height)	£64.90		
2. Extra Panels - 500mm (Full height)	£41.80		
3. 1m Wire Display Rack (not into corners of stands)	£36.30		
4. Shelves - 1000mm x 240mm	£29.70		
5. Garment Rail (1m section)	£29.70		
6. A4 Zed-Up Lite (free standing literature rack)	£69.30		
7. A4 Wallmount Leaflet Dispenser	£16.50		
8. Store Room with Lockable Door (into corner-1m x 1m)	£189.20		
9. Fold up Counter 960mm(l) x 610mm(d) x 915mm(h)	£55.00		
10. Click Integral Counter with Lockable Sliding Doors	£115.50		
11. Full Colour Graphic Options Available (please call for details)	POA		
12. Lockable Computer Plinth with Internal Shelves & Perspex Graphic	£196.90		
13. Colour Change (stock) to existing panel (Per 1m x 2.4m face—colour on app.)	£57.20		
14. Small LCD Fixed or Pivoting Mount (Screens up to 24" only)	£35.20		
15. Large LCD Mounting Kit (Screens over 24" only)	£158.40		
16. *Slat Walling (Per 1m x 2.4m face)	£115.50		
*Muslin/Casement/Twill Ceiling-Black or White (Size: __m x __m , price per m.sq.)	POA		
*MDF clad panel (unfinished or painted options available) (Per lin.m)	POA		

*** Please note the early order discount does not apply to these items**

Deadline Date for Cladding: Monday 28th February 2022

NB: Any MDF Clad panels ordered after 28th February 2022 will be subject to a 50% surcharge and finished in white paint only.

No goods will be supplied unless full payment is received

Please return this form to the address below with full payment by the above deadline date to receive 20% discount.
Any items requested on site will be supplied subject to availability and will incur a 25% surcharge.

20% discount (if applicable)	
Sub Total	
3.55% surcharge for credit card payments	
1.9% surcharge for AMEX card payment	
Total	
Vat 20%	
Total	

HIRES
Specialists in Exhibition Construction

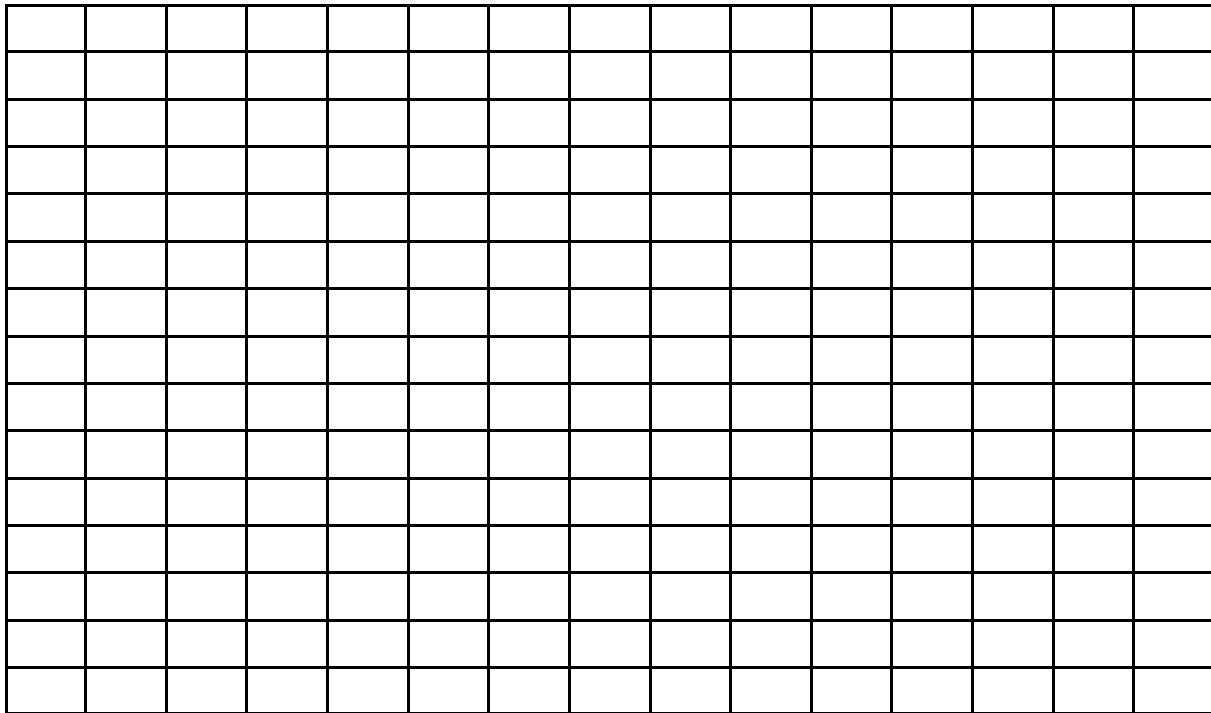
1 Lomax St, Radcliffe,
Manchester, M26 1PX.
Telephone: 0161 723 6100
Facsimile: 0161 723 4744
Email: admin@hirex.co.uk

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SHELL SCHEME INFO

Stand No.



FRONT OF STAND

Please use the 1 square = 1m grid in conjunction with your exhibitor order form to indicate the extras you require.
Please give the position and heights of shelves & wire racks etc.

Panels


Panels in Black, Grey, Red and Blue are covered in fire retardant material which accepts Velcro fixings. Graphics can be attached to stands directly with Velcro (maximum width between uprights is 945mm).
White panels are smooth faced, graphics can be attached directly with 'sticky tabs' or blu-tack (maximum width between uprights is 945mm).
Under no circumstances must anything be nailed, screwed or glued to the shell scheme panels or metalwork of the stand. All damage will be charged to the exhibitor at full replacement cost. Panels are attached to each other by aluminium uprights which stand 20mm proud.
Exhibitors with larger graphics should contact Index for advice.

Space Only Sites

Space only sites are not permitted to attach anything to the adjoining shell scheme.
Exhibitors taking space only sites backing onto, surrounded by or adjoining shell scheme stands, should not assume that panels facing their stand will be finished. We are not contracted to supply finished panels (i.e covered with material) to these sites.
Space only exhibitors booking stands between shell scheme sites must deduct 55mm from overall measurements to fit within the allotted space (e.g. a 3m x 2m space only site would in fact have a floor dimension of 2945mm x 1945mm).

Failure to note this will mean that your stand may not fit in the allotted site.

Hirex reserve the right to amend specification without notice

 <p>Hirex Specialists in Exhibition Construction</p>	<p>1 Lomax St, Radcliffe, Manchester, M26 1PX. Telephone: 0161 723 6100 Facsimile: 0161 723 4744 Email: admin@hirex.co.uk</p>
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**EXAMPLE OF A TYPICAL STAND
WITH OPTIONAL EXTRAS**

Corner Site Stands

All Corner sites will be open to the gangways with fascia to the perimeters overhead.

Should you require additional walls please complete the additional stand fitting order form and return with payment.




Dimensions

Overall Panel Size: 2400mm high x 1000 wide

Useable Panel Size: 2270mm high x 945mm wide

Upright: 55mm wide

 <p>Specialists in Exhibition Construction</p>	<p>1 Lomax St, Radcliffe, Manchester, M26 1PX. Telephone: 0161 723 6100 Facsimile: 0161 723 4744 Email: admin@hirex.co.uk</p>
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Payment & Credit Card Charge Authorisation

Exhibition Name: _____

Stand Number: _____

Company Name: _____

Address: _____

Postcode: _____

Telephone: _____

Facsimile: _____

Contact Name: _____

EU VAT Number (if applicable): _____

Email: _____

PO Number: _____

Payment for services— Hirex Ltd requires payment in full at the time services are ordered.
Method of payment— Hirex Ltd accepts all major credit / debit cards, cheques 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 cheque or 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.

Cheque
Bank Transfer
Credit/debit card

Orders can not be processed until payment has been received.

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 & Cheque Payment Information:

Beneficiary: Hirex Ltd

The Royal Bank of Scotland
131 Blackburn Street, Radcliffe, Manchester, M26 9WQ

Account Number: 10048894

Sort Code: 16-29-20

Swift Code: RBOSGB2L

IBAN Code: GB80 RBOS 162920 10048894

Please make all cheques payable to—Hirex Ltd

I agree in placing this order that I have accepted the Terms & Conditions of Hirex Ltd:

Signed: _____

Print Name: _____

Date: ____/____/____

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 card transactions.

Please ensure this form is returned with all orders.

Debit Card
Credit Card
American Express

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:
01617236100

HIREX

Specialists in Exhibition Construction

1 Lomax St, Radcliffe,
Manchester, M26 1PX.
Telephone: 0161 723 6100
Facsimile: 0161 723 4744
Email: admin@hirex.co.uk

Transform your shell scheme stand

Let Hirex produce your graphic panels saving **you time** and **money!**

The displays featured include production from supplied print ready files, delivery to site, installation* & removal.



from **£248** per linear metre

TENSION FABRICS GRAPHICS

Tension fabric graphic with machine stitched silicon strip & aluminium frame.

CONTINUOUS FLUSH FITTING PANELS

Stunningly impressive use of graphics produced in sections and buffed together to give the illusion of a continuous wall

from **£341** per panel



based on panel size 1000mm (w) x 2400mm (h)



INTEGRAL GRAPHICS

Graphic panels produced to fit within the shell scheme framework based on panel size 962mm (w) x 2285mm (h)

from **£215** per panel



Customising your stand with the clever use of graphics is the easiest way to maximise your presence at this prestigious event.

ECONOMY GRAPHICS

produced on 440gsm vinyl banner material

Self Installation version of our Integral Graphics shown opposite based on panel size 962mm (w) x 2270mm (h)



from **£110** per panel

COUNTER GRAPHICS

from **£94** per panel



By using the services of Hirex you can take the hassle free option to enhance your stand, as we can produce your graphics, deliver to site and install* them ready for your arrival.

To qualify for the discount the graphics must be ordered and artwork received by the specified date. The correct artwork specification will be supplied on application or confirmation of order. All prices shown are subject to VAT. E&OE.

* Installation is not included in the Economy graphics options, these are offered on a self installation basis.

Don't forget to take advantage of our fantastic **20% discount** for early completed graphic orders.

Contact **Katie Armstrong**, Exhibition Co-ordinator on **0161 723 6100** e: k.armstrong@hirex.co.uk



member of **ESSA** | Event Supplier and Services Association

1 Lomax Street
Radcliffe
Manchester
M26 1PX

0161 723 6100
admin@hirex.co.uk

To order a hardwired connection for your stand, you will need to order this via Manchester Central as follows:

1. Register for an account with Manchester Central
<https://www.manchestercentral.co.uk/user/register>
2. Then follow the online ordering link <https://www.manchestercentral.co.uk/online-ordering>
3. Select the ucisa event
4. Enter your stand number
5. From the menu on the left, select IT services

If you require support or have any queries, please email eventsit@manchestercentral.co.uk or call the department on 0161 827 7632

EXHIBITION AV STAND ORDER FORM – 3 DAY EVENT

EVENT DETAILS

Event Name:	
Event Dates:	
Stand Name:	
Stand Number:	
Onsite Contact Name:	
Onsite Contact Number:	
Onsite Contact Email:	

All exhibitors must complete this form to order AV equipment for the above-mentioned event. Orders should be received no later than 5 working days prior to the show – Late orders will incur a 20% surcharge.

Please return this order form to exhibitions@sterlingeventgroup.co.uk

AV ORDER FORM

Item Description	Cost	Quantity	Total (£)	Sound?	Wall mounted?
Screens					
32" LCD Screen	£165				
43" LCD Screen	£225				
49" LCD Screen	£340				
55" LCD Screen	£390				
65" LCD Screen	£615				
75" LCD Screen	£1,025				
86" LCD Screen	£1,365				
32" Touch Screen	£390				
49" Touch Screen	£650				
55" Touch Screen	£815				
65" Touch Screen	£1,065				
Playback Equipment					
Windows Laptop (standard)	£165				
iPad	£115				
Stand Audio Options					
2 Speaker PA System inc 2 mics	£355				
4 Speaker PA System inc 2 mics	£410				
Handheld Radio Mic	£122				
Lapel Radio Mic	£122				
		Sub Total			
		VAT (20%)			
		TOTAL			

IMPORTANT:

- All screens will come with floor stands as standard unless wall mount option chosen.
- Wall mounting will require reinforcement and may incur a charge from your stand/shell scheme provider. Please speak to your stand provider in advance to arrange this.
- You must order stand mains power for the equipment in this order from the appropriate electrics/power supplier.
- High powered laptops and MacBooks available on request.
- This list of equipment is not exhaustive, please contact us for a bespoke quotation.
- If you are bringing your own Apple equipment to use with screens, we politely request that you provide relevant adaptors.
- Please be advised, VAT is applicable to all companies in the UK

INVOICE DETAILS

First Name	
Last Name	
Company Name	
Invoice Address	
Country	
Telephone	
VAT no.	
Email	
Payment Method	<input type="checkbox"/> Credit/Debit Card – Please call +44161 436 4444 to make payment once you have received invoice. <input type="checkbox"/> BACS (allow 3-4 working days) <input type="checkbox"/> CHAPS Transfer (allow 1-2 working days) *NB: Client is responsible for international transfer charges. Any unpaid balance will be debited from your account.

STANDARD TERMS & CONDITIONS:

- All items are subject to availability. Where items are not available Sterling Event Group may offer/supply an alternative with client agreement.
- All orders are subject to confirmation.
- Full and cleared payment is due no later than 7 days prior to event.
- No orders will be delivered without payment.

STERLING EVENT GROUP CONTACT DETAILS

Please return this order form to exhibitions@sterlingeventgroup.co.uk

For any queries about your order or to discuss bespoke requirements please use the following details:

Nikki Urquhart, Senior Account Manager

Email: nikki@sterlingeventgroup.co.uk

Office: +44161 436 4444 ext. 220 / Mobile: +447717 252 520

Head Office: Ringway Trading Estate, Shadowmoss Road, Manchester, M22 5LH, UK



TECHNICAL SUPPORT FOR EVENT ORGANISERS

www.sterlingeventgroup.co.uk

the furniture, carpet & panel hire people



ESSA | Event Supplier and Services Association **orderform**

Europa International – Europa House
Meaford Way – London – SE20 8RA
Tel: +44 (0) 20 8676 0062
Fax: +44 (0) 20 8676 9976

www.europainternational.com

contact@europainternational.com

UCISA 2021 29-31 MARCH 2022 MANCHESTER CENTRAL DEADLINE: 28 FEB 2021

FURNITURE ORDER FORM SECTION – ON HIRE

QTY	REF	COLOUR	DESCRIPTION	UNIT PRICE	TOTAL
Please state colour preference where applicable. You must insure against loss or damage 5 times hire cost					

LATE ORDER SURCHARGE APPLIES AFTER EVENT DEADLINE – ADD 15%

VAT IS APPLICABLE TO EVERYONE UNLESS You are an EU Company outside the UK, a VAT number is required Non-EU companies must provide letterhead or proof of business This must be supplied at the time of order. *PAYMENT DUE 14 DAYS PRIOR TO DELIVERY	Furniture £	
	VAT @ 20%	
	*Total £	

Company
Contact Name
Invoice Address
.....
.....
Post Code..... VAT NO
Email address.....
Tel no.
Fax no.
P.O No [if required].....
Stand No..... Hall
I have read and accepted the conditions of hire overleaf
Signed.....Date.....

Please complete the following if you wish to pay by credit card:
Please debit my Maestro, Delta, Amex, Mastercard or Visa

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry date /

Cardholders Name.

Company Name.....

Bank details: HSBC Bank plc, 141 High St, Beckenham, Kent BR3 1BX

Sort code: 40-09-25 Account no. 31466844
Swift/BIC code: HBUKGB4118F
IBAN NO GB10HBUK40092531466844

CHEQUES SHOULD BE MADE PAYABLE TO **EUROPA INTERNATIONAL**
AND DRAWN ON A U.K. CLEARING BANK.

PLEASE INCLUDE YOUR PAYMENT IN FULL WITH THIS ORDER.

UK VAT No.205 3716 90

CONDITIONS OF HIRE

1. **Europa International** herein after **the company** let furnishings on hire only on the following terms and conditions and will not accept or be bound by other conditions so far as they conflict with the following.
2. The period of hire commences from the time of delivery to the person destination or site indicated on the order form from the hirer or where ordered on the telephone by the instructions of the person placing the order. This shall continue until the furnishings (comprising of furniture, carpet and modular) are accepted back by the company. RISK OF LOSS OR DAMAGE will be on the part of the hirer throughout the period of the hire until collected or delivered back to our premises.
3. The hirer shall rent the furnishings at the rates quoted by the company or any subsequently increased rate in force at the commencement of the hire period. The company reserves the right at any time without notice to increase charges (particularly where there is a change in the value of the pound sterling). The hirer undertakes to fully insure all furnishings for the hire period plus at least 3 days prior and 1 day after the conclusion of the event for a sum of not less than five times the hire price.
4. The hirer shall provide at the specified destination a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this the company shall issue a delivery note to the hirer as conclusive proof of time and delivery by the company.
5. The company rents furnishings in good order and condition. The receipt signed by the representative of the hirer or in the absence of such a receipt the company's delivery note shall be conclusive evidence of such good order and condition unless at the time of delivery or within 24 hours the hirer shall notify any defect to the company by telephone or fax whereupon all responsible efforts will be made to rectify the problem. The hirer undertakes to take care to avoid damage or theft of hired items and to take all reasonable steps to keep and return the furnishings to the company in first class condition. If items of furniture are broken, damaged or lost then the hirer is liable to repair or replacement costs as agreed between Europa International and the hirer. NOTE: - We reserve the right to upgrade or change any item that is out of stock.
6. The company will endeavour to effect delivery of hired furnishings at the time indicated by the hirer but will not under any circumstances be liable for any delay in delivery caused by circumstances beyond the company's control. Liability for any delay in any case will be limited to the refund of any hire charges already paid by the hirer relating to periods of non-delivery or late delivery.
7. Instructions of the hirer (different from those on the requisition) cannot be carried out unless given in writing to the company 7 days prior to action required and accepted by the company in writing. The company shall not be liable for any failure to perform its obligations under this Agreement due to circumstances beyond the parties' reasonable control including, but not limited to, acts of God, war, government regulations, disaster, disease, pandemics, epidemics, quarantine restrictions, terrorist actions, strikes, civil disorders, curtailment of transportation facilities or other emergencies that make it illegal or impossible for a party to perform its obligations under this Agreement. At the discretion of the company a charge of not less than 25% may be made on all orders cancelled prior to delivery. For on-site cancellations where delivered correctly NO refund will be issued.
8. If the hirer fails to make available for collection the furnishings at the end of the hire period the hirer shall be liable to pay loss of hire charge at a pro-rata rate until such time as the furnishings are returned to the company or notifies the company by recorded delivery of the loss of furnishings.
9. The hirer will be expected to empty all lockable items of their property at the close of show. The company can not be held responsible for goods left in said items and removed to effect collection.
10. The furnishings shall remain the property of the company and the hirer shall at all times keep the furnishings in their possession and free from any lien charge or other encumbrance whatsoever. The period of hire shall cease forthwith in the event that any winding up procedures (compulsory or voluntary) are commenced in respect of the hirers business or if any receiver trustee or liquidator is appointed of the hirers business or of any substantial part of its assets.
11. CARPETS & TILES. - All skirting to platforms must be removed to allow carpet to be fitted over the edge. Extra cutting due to machines, stand building etc. plus any damage to carpets or tiles: - i.e. oil, ink, ripping etc. we reserve the right to charge. Fitting to design or walls will be charged as extra. All carpets (not tiles) are laid on an outright sale basis unless arranged otherwise.
No liability shall be attached to Europa International for:
 - (1) Skirting which has to be removed for the purpose of laying carpets.
 - (2) Loss or damage however caused to customer's own goods.
 - (3) Any dilapidation for fixing to hall floors (we use low tack tape, as specified).All carpets are charged by using full widths of carpet (normally 4 metres wide) in the most economical method.
12. Hire period is up to 7 days and thereafter a supplementary hire charge may be applied on a daily pro-rata basis. Prices include delivery and collection within the UK where we are the appointed contractor. On international and other events there may be a delivery charge, subject to value, which we will inform you of before processing the order.
13. Unless otherwise agreed all charges as per invoices shall be paid 21 days prior to delivery.
14. As part of our ongoing commitment to data privacy, secure document storage & processing in line with the GDPR regulations which came into effect on the 25th May 2018, we have created a new privacy policy which is available upon request or viewable online www.europainternational.com/privacy-policy.aspx.... If you wish to have your personal data removed from our database after the event is completed, please put this in writing to Europa International, Meaford Way, London, SE20 8RA or alternatively please e-mail us on privacy@europainternational.com. If you don't make contact and request the removal of your personal information post event, we will securely store it & only use it in accordance with legitimate ongoing business.

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BS - Bar Stools	Hire Cost	Item	Description	Colours Available	SH	H	W	D
BS01	£ 41.00		BAR STOOL	BL, BK, GN, FUV, LGV, RD, WV, YWV	760	800	450	425
BS02	£ 51.00		GEOS SWIVEL BAR STOOL	BLACK, WHITE	600-800	790-990	490	490
BS03	£ 34.00		ZETA BLACK FRAME BAR STOOL	BL, GN, GY, RD, BKV, FUV, GYV, LGV, LIV, MLV, ORV, PRV, WHV, YWV	800	800	360	DIA
BS04	£ 35.00		BERTIE HIGH TOP BAR STOOL	BLACK, WHITE	840	840	430	430
BS05	£ 35.00		ZETA CHROME FRAME BAR STOOL	BL, GN, GY, RD, BKV, FUV, GYV, LGV, LIV, MLV, ORV, PRV, WHV, YWV	800	800	360	DIA
BS07	£ 45.00		SWIVEL BAR STOOL	BK, GY	585-820	820	385	385
BS09	£ 38.00		MILAN BACKED BAR STOOL	BL, GN, GY, RD, BKV, FUV, GYV, LGV, LIV, MLV, ORV, PRV, WHV, YWV	790	940	450	500
BS10	£ 42.00		MERCURY RECEPTION STOOL	BLUE, BLACK, RED	550-800	950	570	DIA
BS11	£ 41.00		MEARS BAR STOOL	BL, GN, GY, RD, BKV, FUV, GYV, LGV, LIV, MLV, ORV, PRV, WHV, YWV	805	805	370	340
BS13-BK	£ 50.00		SWIVELLING BAR STOOL	BLACK	570-830	740-1000	425	470
BS13-WH	£ 54.00		SWIVELLING BAR STOOL	WHITE	570-830	740-1000	425	470
BS15	£ 50.00		NEST SWIVEL BAR STOOL	BLACK, WHITE	630-820	880-1070	380	420
BS22	£ 59.00		JAYDEN LEATHER BAR STOOL	BLACK	600-840	1130-1370	610	550
BS30	£ 50.00		MODI BAR STOOL	BLACK	700	970	470	470
BS31	£ 44.00		EROS BEECH BACKED BAR STOOL	BLUE, BLACK, GREEN, RED	800	1060	425	450
BS33	£ 39.00		ALFRESCO ALUMINIUM BAR STOOL	ALUMINIUM	800	1000	400	400
BS34	£ 44.00		ATHENA BACKED BAR STOOL	BEECH OR CHERRY	800	960	370	340
BS36	£ 44.00		BUBBLE BAR STOOL	WHITE, RED OR BLUE	760	840	450	425
BS38	£ 44.00		AURORA BACKED BAR STOOL	BEECH OR CHERRY	805	1040	400	450
BS41	£ 44.00		EUROMBO ADJUSTABLE BAR STOOL	BK, RD, SV, WH	585	840	385	385
BS42	£ 47.00		SAMBA BAR STOOL	BLUE, CLEAR OR RED	850	940	400	400
BS43	£ 47.00		CRESCENT BAR STOOL	BLACK, ORANGE, SILVER OR WHITE	585-820	840	385	385
BS44	£ 51.00		UTOPIAN BAR STOOL	WHITE	500	760	390	390
BS45	£ 51.00		OLIVIA BAR STOOL	WHITE	520-770	630-880	380	420
BS46	£ 50.00		ARKANA BAR STOOL	BLACK, BLUE, GREEN, GREY, RED, WHITE VINYL	570-830	740-1000	500	550

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CB - Cupboards	Hire Cost	Item	Description	Colours Available	SH	H	W	D
CB01	£ 200.00		ILLUMINATED BAR	NA	900	1100	900	800
CB02	£ 200.00		ILLUMINATED CORNER BAR	NA	900	1100	800	800
CB03	£ 300.00		CURVED RECEPTION COUNTER	WHITE	1200	1000	1520	660
CB04	£ 300.00		REGISTRATION DESK	WHITE	1200	1000	1500	610
CB06	£ 105.00		CUPBOARD WITH CABLE MANAGEMENT HOLE	WHITE, BLACK		1000	940	520
CB07	£ 89.00		1M HIGH LOCKABLE CUPBOARD WITH SHELF	WHITE		1000	940	520
CB08	£ 89.00		3' LOCKABLE COUNTER CUPBOARD WITH SHELF	BLACK AND WHITE		1000	920	530
CB12	£ 89.00		LOCKABLE COUNTER CUPBOARD WITH SHELF	BLACK AND WHITE		1000	1000	500
CB15	£ 185.00		EXECUTIVE SIDEBOARD UNIT WITH FRIDGE	BEECH AND BLACK		760	1520	460
CB18	£ 60.00		LECTURN BASED ON CB19	BLACK		1250	530	530
CB19	£ 50.00		0.5m COUNTER/ WORKSTATION	BLACK, GREY POLYWEAVE, WHITE		1000	530	530
CB20	£ 56.00		1m COUNTER	BLACK, GREY POLYWEAVE, WHITE		1000	1000	530
CB21	£ 65.00		1m COUNTER WITH SHELF	BLACK, GREY POLYWEAVE, WHITE		1000	1000	530
CB24	£ 69.00		1m SALES COUNTER WITH SHELF	BLACK, WHITE OR BEECH		1000	1000	610
CB25	£ 79.00		1.5m SALES COUNTER WITH SHELF	BLACK, WHITE OR BEECH		1000	1500	610
CB28	£ 48.00		3 DRAWER PEDESTAL (Not lockable)	BEECH, BLACK OR WHITE		600	410	500
CB30	£ 90.00		LOW LOCKABLE CUPBOARD	BEECH, BLACK, WHITE		650	1000	500
CB31	£ 95.00		STANDARD LOCKABLE CUPBOARD WITH SHELF	BEECH, BLACK, WHITE		885	1000	500
CB32	£ 100.00		TALL LOCKABLE CUPBOARD WITH 3 SHELVES	BEECH, BLACK,		1520	760	500
CB33	£ 110.00		LOCKABLE WARDROBE	BEECH, BLACK,		1520	760	500
CB35	£ 69.00		LOCKABLE CUPBOARD	BEECH, BLACK,		885	520	500
CB36	£ 100.00		LOCKERS	GREY		1775	495	495
CB37	£ 145.00		LOCKABLE COMPUTER WORKSTATION 3 Users	BEECH OR BLACK		1060	910	910
CB38	£ 150.00		LOCKABLE COMPUTER WORKSTATION 3 Users	BEECH OR BLACK		1060	1165	1100
CB39	£ 140.00		LOCKABLE COMPUTER WORKSTATION 2 Users	BEECH OR BLACK		1060	870	1040
CB40	£ 115.00		LOCKABLE COMPUTER WORKSTATION 1 User	BEECH OR BLACK		1040	610	800
CB41	£ 124.00		LOCKABLE COMPUTER WORKSTATION 1 User	PERFORATED ALUMINIUM/ SILVER		1060	580	880
CB42	£ 140.00		LOCKABLE COMPUTER WORKSTATION 2 Users	PERFORATED ALUMINIUM/ SILVER		1060	870	1040
CB43	£ 150.00		LOCKABLE COMPUTER WORKSTATION 3 Users	PERFORATED ALUMINIUM/ SILVER		1060	1165	1100
CB44	£ 124.00		LOCKABLE COMPUTER WORKSTATION 1 User	WHITE		1060	580	880

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CB - Cupboards	Hire Cost	Item	Description	Colours Available	SH	H	W	D
CB45	£ 150.00		LOCKABLE COMPUTER WORKSTATION <i>1 User</i>	WHITE		1060	910	910
CB46	£ 400.00		CHARGING STATION POD	WHITE		1060	910	910
CB47	£ 325.00		CHARGING LOCKER	GREY		1775	495	495
CB50	£ 420.00		COMPUTER POD TERMINAL - 2 USER	SILVER/GREY		2000	1500	925
CB51	£ 210.00		COMPUTER POD TERMINAL	SILVER/GREY		2000	580	665
CB52	£ 210.00		COMPUTER POD TERMINAL	WHITE AND GREY		2000	1000	550
CT - Coffee tables	Hire Cost	Item	Description	Colours Available	SH	H	W	D
CT02	£ 45.00		2'6 ARKANA ROUND TRUMPET BASE TABLE	BLACK OR WHITE		360	760	DIA
CT03	£ 42.00		2' ARKANA ROUND TRUMPET BASE TABLE	BLACK OR WHITE		360	610	DIA
CT12	£ 45.00		COFFEE TABLE	BLACK, BEECH or WHITE		80	900	600
CT17	£ 47.00		CORONET STORAGE COFFEE TABLE	BK, BL, GY, RD, - BLACK TOP		400	670	670
CT18	£ 65.00		COULSDON GLASS TOPPED COFFEE TABLE	CLEAR		410	760	DIA
CT20	£ 41.00		OSIRIS 2' ROUND COFFEE TABLE	BEECH, BLACK, GREY, SILVER, WHITE,		435	610	DIA
CT21	£ 45.00		OSIRIS 2'6 ROUND COFFEE TABLE	BEECH, BLACK, GREY OR WHITE		435	760	DIA
CT22	£ 38.00		SERPENT COFFEE TABLE	GREY		420	560	760
CT25	£ 47.00		OVAL COFFEE TABLE	BEECH, BLACK, WHITE		400	1180	880
CT27	£ 40.00		CORONET ANGLED COFFEE TABLE	BLACK		400	60-500	670
CT30	£ 45.00		SMALL SQUARE COFFEE TABLE	BLACK, WHITE		460	420	420
CT31	£ 40.00		COBRA SQUARE COFFEE TABLE	BEECH, BLACK, GREY, WHITE		350	600	600
CT32	£ 58.00		BUCKINGHAM SQUARE COFFEE TABLE	BLACK		400	670	670
CT33	£ 41.00		COBRA ROUND TEA TABLE	BEECH, BLACK, GREY OR WHITE		350	760	DIA
CT35	£ 41.00		2' AURORA ROUND TOPPED TABLE	BEECH, BLACK, SILVER, WHITE,		470	610	610
CT36	£ 40.00		AURORA TRIANGULAR TOPPED TABLE	BEECH, BLACK, SILVER, WHITE,		470	770	770
CT37	£ 47.00		2' AURORA SQUARE TOPPED TABLE	BEECH, BLACK, GREY OR WHITE		470	610	610
CT38	£ 47.00		2'6 AURORA SQUARE TOPPED TABLE	BEECH, BLACK, GREY OR WHITE		470	760	760
CT39	£ 43.00		2' OPTIMUS ROUND COFFEE TABLE	BEECH, BLACK, GREY, SILVER, WHITE,		470	610	610
CT40	£ 46.00		2'6 OPTIMUS ROUND COFFEE TABLE	BEECH, BLACK, GREY, SILVER, WHITE,		480	760	760
CT41	£ 47.00		IRONHIDE EXECUTIVE RECTANGULAR COFFEE TABLE	BEECH, BLACK, WHITE		500	900	600
CT42	£ 46.00		BLACK LEG COFFEE TABLE	BLACK		460	760	760
CT43	£ 65.00		MAYFAIR LEATHER COFFEE TABLE	BLACK LEATHER		480	600	600

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CT - Coffee tables	Hire Cost	Item	Description	Colours Available	SH	H	W	D
CT51	£ 65.00		VENEZIA GLASS COFFEE TABLE	ACID GLASS		480	610	610
CT52	£ 82.00		EILLEN GRAY COFFEE TABLE	GLASS		700	520	520
CT55	£ 82.00		RECTANGULAR COFFEE TABLE	GLASS		435	1100	600
CT56	£ 82.00		RECTANGULAR COFFEE TABLE	GLASS		450	100	500
CT58	£ 92.00		ISAMU NOGUCHI COFFEE TABLE	GLASS (WHITE OR BLACK BASE)		400	930	920
CT71	£ 82.00		RATTAN COFFEE TABLE	RATTAN		400	1230	630
DS - Display	Hire Cost	Item	Description	Colours Available	SH	H	W	D
DS04	£ 185.00		1.25m ALUMINIUM SHOWCASE <i>Illuminated & Lockable</i>	ALUMINIUM/GLASS		840	1250	510
DS05	£ 208.00		UPRIGHT ALUMINIUM SHOWCASE <i>Illuminated & Lockable</i>	BLACK/ALUMINIUM/GLASS		1830	600	600
DS06	£ 208.00		UPRIGHT ALUMINIUM SHOWCASE <i>Illuminated & Lockable</i>	WHITE/ALUMINIUM/GLASS		1830	600	600
DS07	£ 165.00		1m DISPLAY SHOWCASE <i>Illuminated & Lockable</i>	BLACK OR WHITE		1000	1000	500
DS08	£ 132.00		0.5m DISPLAY SHOWCASE <i>Illuminated & Lockable</i>	BLACK OR WHITE		1000	500	500
DS10	£ 134.00		0.5m SHOWCASE <i>Illuminated & Lockable</i>	SILVER, WHITE, BLACK		930	500	500
DS11	£ 140.00		FULL 0.5m GLASS SHOWCASE <i>Illuminated & Lockable</i>	GLASS		930	500	500
DS19	£ 77.00		CHROME 5 SHELF DISPLAY STAND	CHROME		1540	900	350
DS19-AS/FS	£ 16.00		DS19- ANGLED OR FLAT SHELVES	BLACK			900	430/340
DS22	£ 96.00		A4 LITERATURE CAROUSEL <i>12 Pockets</i>	GREY		1530	540	540
DS23	£ 70.00		A4 7 SIDED LITERATURE STAND	BLACK		1650	290	290
DS24	£ 127.00		A3 7 SIDED LITERATURE STAND	BLACK		1650	510	290
DS25	£ 53.00		3 SHELF DISPLAY STAND	CHROME		810	800	455
DS26	£ 63.00		4 SHELF DISPLAY STAND	CHROME		1160	800	455
DS27	£ 75.00		5 SELF DISPLAY STAND	CHROME		1500	800	455
DS29	£ 45.00		2 SHELF CUBIC DISPLAY	CHROME		760	605	605
DS30	£ 58.00		3 SHELF CUBIC DISPLAY	CHROME		1170	605	605
DS31	£ 69.00		4 SHELF CUBIC DISPLAY	CHROME		1620	605	605
DS32	£ 62.00		VIDEO STAND	CHROME		1170	605	605
DS33	£ 55.00		CHROME 4 SIDED LITERATURE RACK	CHROME		1000	290	290
DS35	£ 70.00		WHEELJACK LITERATURE STAND	SILVER		1365	300	360
DS37	£ 78.00		4 SHELF (3 ANGLED) CHROME RACK	CHROME		1630	990	450

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DS - Display	Hire Cost	Item	Description	Colours Available	SH	H	W	D
DS38	£ 78.00		A4 ZED UP BROCHURE STAND	SILVER & ACRYLIC		1500	275	370
DS39	£ 148.00		A3 ZED UP BROCHURE STAND	SILVER & ACRYLIC		1500	485	370
DS44	£ 215.00		EUROPALITE ILLUMINATED COUNTER 60W	N/A		1060	675	345
DS49	£ 145.00		GIDEON DISPLAY LECTURN	SATINISED ALUMINIUM		980	1000	500
DS50	£ 165.00		<i>Excluding Graphic</i> JEWELLERY CASE	BLACK, SILVER OR WHITE		930	1000	500
DS51	£ 173.00		<i>ILLuminated & Lockable</i> COUNTER CASE	ALUMINIUM/GLASS		930	1000	500
DS52	£ 208.00		<i>ILLuminated & Lockable</i> TALLBOY SHOWCASE	ALUMINIUM/GLASS		2000	500	500
DS53	£ 208.00		TALL GLASS CABINET WITH 2 SHELVES	BLACK, SILVER OR WHITE		2000	500	500
DS54	£ 208.00		TALL GLASS CABINET WITH 1 SHELF	BLACK, SILVER OR WHITE		2000	500	500
DS55	£ 365.00		DOUBLE 1M TALLBOY SHOWCASE	ALUMINIUM/GLASS		2020	1000	420
DS62	£ 355.00		DOUBLE 1M TALLBOY SHOWCASE	ALUMINIUM/GLASS		2000	1000	500
IPS02	£ 92.00		UNIVERSAL IPAD STAND	SILVER		1131	368	277
TV032	£ 260.00		SAMSUNG 32" TV	BLACK		520	800	80
TV033	£ 335.00		32" TV + STAND	BLACK / SILVER		1200	735	455
DT - Desks	Hire Cost	Item	Description	Colours Available	TOTAL H	H	W	D
DT01	£ 70.00		KOUROUS 4' CHROME FRAMED DESK	BEECH, BLACK OR WHITE	710	710	1220	760
DT02	£ 80.00		KOUROUS 5' CHROME FRAMED DESK	BEECH, BLACK OR WHITE	710	710	1530	760
DT03	£ 95.00		KOUROUS 4' DESK WITH BANKING UNIT	BEECH, BLACK OR WHITE	1000	710	1220	760
DT04	£ 105.00		KOUROUS 5' DESK WITH BANKING UNIT	BEECH, BLACK OR WHITE	1000	710	1530	760
DT20	£ 80.00		SYLVANUS 5' DESK	BEECH, BLACK	730	730	1500	740
DT21	£ 105.00		SYLVANUS 5' RECEPTION DESK	BEECH, BLACK	1070	730	1500	740
DT22	£ 70.00		SYLVANUS 4' DESK	BEECH OR BLACK	730	730	1220	740
DT23	£ 95.00		SYLVANUS 4' RECEPTION DESK	BEECH OR BLACK	1070	730	1220	740
DT25	£ 80.00		GREY OR WHITE DESK	GREY OR WHITE	750	750	1530	615

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HT - High Tables	Hire Cost	Item	Description	Colours Available	SH	H	W	D
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Prices indicated are for a maximum of 7 days hire

HT01	£	69.00		AZRIEL BAR TABLE	BEECH, BLACK, SILVER OR WHITE		1000	610	610
HT03	£	69.00		SQUARE BASED POEUR TABLE	BEECH, BLACK, BLUE, RED, SILVER, WHITE		1080	610	610
HT04	£	69.00		SQUARE BASED SQUARE TOP POEUR TABLE	BEECH, BLACK, WHITE		1080	610	610
HT05	£	75.00		PARTY BAR TABLE LEANER	LIME, PINK		1080	610	610
HT06	£	69.00		BAR TABLE WITH FOOTREST	BEECH, BLACK, BLUE, RED, SILVER, WHITE		1080	610	610
HT07	£	95.00		LITERATURE DISPLAY POEUR TABLE	BEECH, BLACK, SILVER OR WHITE		1000	610	DIA
HT08	£	75.00		BAR TABLE	BLUE, RED		1080	610	610
HT13	£	69.00		OMEGA CHROME BASE POEUR TABLE	BEECH, BLACK, SILVER OR WHITE		1100	610	DIA
HT20	£	202.00		POURSHINS CHROME BAR TABLE	BEECH, BLACK OR SILVER		1000	2400	460
HT22	£	210.00		AURORA CHROME BAR TABLE	BEECH, BLACK OR SILVER		1000	2400	460
HT23	£	178.00		MANDARI BAR TABLE	BEECH, BLACK OR WHITE		1000	1220	760
HT24	£	185.00		LARGE LEANER	BLACK ONLY		1000	1520	760
HT26	£	78.00		OMEGA CHROME LAPTOP POEUR TABLE	BEECH, BLACK, CHERRY, SILVER OR WHITE		1100	760	540
HT28	£	69.00		OMEGA BLACK BASED TABLE	BEECH, BLACK, SILVER OR WHITE		1100	610	610
HT32	£	76.00		STAINLESS STEEL TOPPED BAR TABLE	SILVER		1080	800	800
HT33	£	76.00		ALFRESCO TWO-TIER POEUR TABLE	ALUMINIUM		1130	600	DIA
HT38	£	76.00		AURORA TRIANGULAR POEUR TABLE	BEECH, BLACK, CHERRY, SILVER OR WHITE		1080	770	770
HT39	£	87.00		2'6" OMEGA POEUR TABLE	BEECH, BLACK, SILVER OR WHITE		1100	760	760
HT40	£	69.00		MAIA 2' ROUND POEUR TABLE	BEECH, BLACK, SILVER, OR WHITE		1120	610	DIA
HT41	£	100.00		BAR TABLE AND COVER	BLACK, WHITE		1120	610	610
HT42	£	116.00		BAR TABLE AND COVER	BLACK, WHITE		1120	760	760
HT43	£	74.00		2' ROUND BLACK LEG POEUR TABLE	BEECH, BLACK OR WHITE		1100	610	DIA
HT44	£	90.00		2'6" ROUND BLACK LEG POEUR TABLE	BEECH, BLACK OR WHITE		1100	760	DIA
HT47	£	84.00		UTOPIAN BAR TABLE	WHITE		1050	610	610
HT51	£	86.00		VENEZIA GLASS POEUR TABLE	ACID GLASS		1000	610	610

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LC - Lounge seats	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
LC01 - BLACK	£	153.00		MIRAGE SINGLE CHAIR	BLACK LEATHER	455	725	875	680
LC01 - WHITE	£	184.00		MIRAGE SINGLE CHAIR	WHITE LEATHER	455	725	875	680
LC02 - BLACK	£	238.00		MIRAGE DOUBLE SEATER SOFA	BLACK LEATHER	455	725	1430	680
LC02 - WHITE	£	279.00		MIRAGE DOUBLE SEATER SOFA	WHITE LEATHER	455	725	1430	680
LC03	£	128.00		SWAN CHAIR	BLACK, BLUE OR RED	460	820	710	630
LC04	£	130.00		SWAN CHAIR	WHITE LEATHER	435	780	725	610

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LC05	£	77.00		ALLSORTS TUB CHAIR	BLACK, WHITE, YELLOW, LIME GREEN, ORGANGE, PINK	450	770	640	660
LC06	£	142.00		ALLSORTS 2 SEATER SOFA	WHITE	450	770	1200	660
LC11 - BLACK	£	153.00		CORBUSIER STYLE CHAIR	BLACK LEATHER	420	670	800	720
LC11 - WHITE	£	174.00		CORBUSIER STYLE CHAIR	WHITE LEATHER	420	670	800	720
LC12 - BLACK	£	238.00		CORBUSIER STYLE SOFA	BLACK LEATHER	420	670	1310	720
LC12 - WHITE	£	279.00		CORBUSIER STYLE SOFA	WHITE LEATHER	420	670	1310	720
LC20	£	44.00		SERPENT LOUNGE CHAIR	BLACK, BLUE OR GREY	420	760	560	760
LC21	£	44.00		SERPENT INTERNAL ANGLE CHAIR	BLACK, BLUE OR GREY	420	760	560	760
LC27	£	44.00		CORONET LOUNGE CHAIR	BLACK, BLUE, GREY, RED	400	700	670	670
LC29	£	68.00		COULSDON CHAIR	GREY FAUX LEATHER CLOTH	450	690	610	470
LC31	£	44.00		COBRA RECEPTION CHAIR	BLACK, BLUE, GREEN, RED	420	760	520	630
LC32	£	84.00		BUCKINGHAM CHAIR	BLACK LEATHER	405	750	660	780
LC34	£	148.00		BUCKINGHAM ARMCHAIR	BLACK LEATHER	405	750	900	780
LC35	£	230.00		BUCKINGHAM TWO SEATER SOFA	BLACK LEATHER	405	750	1580	780
LC36	£	295.00		BUCKINGHAM THREE SEATER SOFA	BLACK LEATHER	405	750	2260	780
LC40	£	57.00		REMUS TUB CHAIR	BLACK, ROYAL OR SCARLET	450	770	640	660
LC43	£	84.00		MAYFAIR CLUB CHAIR	BLACK LEATHER	480	800	700	600
LC50	£	104.00		REMUS TWO SEATER SOFA	BLACK OR SCARLET	450	770	1200	660
LC51	£	73.00		EPLA ARMCHAIR	BLACK, WHITE PEARL, YELLOW VIYNL	450	760	610	530
LC52	£	124.00		EPLA TWO SEATER SOFA	BLACK	450	760	1220	530
LC55	£	100.00		WHITE LEATHER ARM CHAIR	WHITE LEATHER	450	760	640	530
LC56	£	160.00		WHITE LEATHER 2 SEATER SOFA	WHITE LEATHER	450	760	1220	530
LC61	£	90.00		CREAM LEATHER TUB CHAIR	CREAM LEATHER	450	760	610	530
LC62	£	146.00		CREAM LEATHER 2 SEATER SOFA	CREAM LEATHER	450	760	1220	530

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LS - Low Stools	Hire Cost	Item	Description	Colours Available	SH	H	W	D
LS01	£	34.00		ARKANA LOW STOOL WHITE BASE	BK, BL, GN, GY, RD, RTV, ORV, WH	500	410	DIA
LS02	£	34.00		OSIRIS LOW STOOL	BL, BK, GY, RD,GN, RTV	500	410	DIA
LS03	£	65.00		WHITE FAUX LEATHER CUBE	WHITE	480	420	420
LS04	£	149.00		WHITE LEATHER FAUX BENCH	WHITE	480	1220	420
LS07	£	34.00		ARKANA LOW STOOL BLACK BASE	BK, WH, YWV, ORV, RD, LIV, BL	500	410	410
LS08	£	42.00		WHITE LOW STOOL	WHITE	490	390	390
LS16	£	31.00		WEAKNER 6' FOLDING BENCH	WOOD EFFECT	430	1830	250
LS36	£	34.00		AURORA LOW STOOL	BL, BK, GY, RD, GN, RTV	470	450	DIA

NB. All prices are subject to UK VAT % at time of ordering


Prices indicated are for a maximum of 7 days hire

LS42	£	65.00		CUBE STOOL WHITE BASE	BK, BL, RD, FUV, ORV, PRV		480	420	420
LS44	£	47.00		CUBE STOOL BLACK BASE	BK, BL, RD, FUV, ORV, PRV		480	420	420
LS45	£	116.00		CUBE BENCH BLACK BASE	BK, BL, RD, YWV, ORV, PRV, WH		480	1220	420
LS46	£	47.00		DRUM STOOL BLACK BASE	BK, WH, BL, RD, GN, SF, FUV, ORV, ZEB		480	400	400
LS47	£	61.00		LOUNGE STYLE BEANBAG	BLUE, GREEN OR RED		800	990	940
LS48	£	178.00		CHARGING BENCH	BLACK, BLUE, RED OR WHITE		470	1600	450
LS49	£	80.00		BENCH SEATING	SILVER		460	1090	410
LS50	£	90.00		MIAJAY 5 PERSON CATWALK BENCH	WH, BK, BL, RD, GR, GY CUSHIONS <i>Bespoke cushions to order</i>		400	2440	400
LS51	£	88.00		BLACK MIAJAY 5 PERSON CATWALK BENCH	WH, BK, BL, RD, GR, GY CUSHIONS <i>Bespoke cushions to order</i>		400	2440	400
LS54	£	52.00		OTTOMAN STORAGE STOOL	BLACK		440	400	400










MS - Accessories	Hire Cost	Item	Description	Colours Available	SH	H	W	D
MS01	£	100.00		WINE COOLER -140 litres	GLASS DOOR	870	505	530
MS02	£	100.00		FRIDGE -140 litres	WHITE	870	510	500
MS02-F	£	100.00		FREEZER - 140 litres	WHITE	870	510	500
MS03	£	90.00		MINI FRIDGE - 31 litres	WHITE	590	370	410
MS04	£	34.00		HAT & COAT STAND	CHROME	1880	600	600
MS05	£	135.00		TALL LARDER FRIDGE	WHITE	1400	600	600
MS07	£	51.00		PREMIUM TENSA BARRIER POST (2m TAPE)	BLACK	970	350	350
MS08	£	35.00		ASH/WASTEBIN	BLACK OR WHITE	620	250	DIA
MS09	£	11.00		SILVER WASTEBIN	SILVER	360	290	DIA
MS10	£	195.00		DOUBLE HEIGHT 4amp GLASS COOLER 280 litres	WHITE	1680	520	560
MS11	£	11.00		WASTEBIN	BLACK PLASTIC	280	300	DIA
MS12	£	15.50		ROPES 1.5M LONG	BLUE, RED OR BLACK			1500

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MS - Accessories	Hire Cost	Item	Description	Colours Available	SH	H	W	D
MS13	£	45.00		CARRIER BAG HOLDER	CHROME	950	340	DIA
MS14	£	22.00		BARRIER POST	CHROME	1000	340	DIA
MS15	£	40.00		RETRACTABLE BARRIER POST	BRUSHED STEEL POST <i>Red, Black or Blue Strap</i>	940	330	DIA
MS15-A4	£	68.00		BARRIER POST WITH SIGN POST HOLDER	BRUSHED STEEL POST <i>Red, Black or Blue Strap</i>	1230	330	330
MS16-A4	£	50.00		A4 PORTRAIT SIGN POST <i>Velcro compatible</i>	CHROME/ GREY POLYWEAVE	1240	340	DIA
MS17-A3	£	62.00		A3 LANDSCAPE SIGN POST <i>Velcro compatible</i>	CHROME/ GREY POLYWEAVE	1240	425	340
MS18	£	74.00		STAGE UNIT	CHARCOAL	350	1000	1000
MS19	£	54.00		CHEVAL MIRROR	WHITE	1460	430	520
MS20	£	38.00		GOWN RAIL	BLACK	1850	1570	500
MS21	£	4.50		5 COAT HANGERS	VARIOUS COLOURS			

NB. All prices are subject to UK VAT % at time of ordering

Prices indicated are for a maximum of 7 days hire

MS22	£	44.00		FREE STANDING MIRROR	WHITE		500	830	130
MS23	£	29.00		WASTEBIN	BLACK OR CREAM		660	370	370
MS24	£	21.00		FLIPTOP BIN	GREY		690	360	290
MS25	£	32.00		VELCRO ROLL 25M HOOK	HOOK				
MS26	£	32.00		VELCRO 25M LOOP	LOOP				
MS27	£	10.00		VELCRO LOOP	LOOP				
MS28	£	10.00		VELCRO HOOK	HOOK				
MS37	£	42.00		HAT AND COAT STAND	BLACK		1860	390	390
MS38	£	140.00		MAKE UP MIRROR	ILLUMINATED GLASS		800	680	255
MS39	£	133.00		ILLUMINATED MAKE UP MIRROR	GLASS		650	490	140
MS41	£	42.00		A1 EASEL/WIPEBOARD	WHITE		840	595	
MS43	£	89.00		MAGAZINE DISTRIBUTORS	GREY POLYWEAVE		1000	500	500
MS44	£	65.00		TABLE TOP SWEET MACHINE INCLUDING SWEETS	N/A		400	180	180
MS45	£	85.00		FREE STANDING SWEET MACHINE INCLUDING SWEETS	N/A		1220	350	180
MS66	£	428.00		TWIN TOWER FOOTBALL TABLE	N/A		920	760	1500
MS67	£	16.50		TABLE STAND NUMBER HOLDER	CHROME		300	65	65

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RT - Round Tables	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
RT01	£	47.00		LONDON CAFÉ HIRE TABLE - 2' ROUND TOP	BLACK, BEECH, SILVER, WHITE		760	610	610
RT02	£	55.00		ALL WEATHER TABLE	WHITE		730	700	700
RT03	£	61.00		ARKANA 3' ROUND TRUMPET BASE TABLE	BLACK OR WHITE		700	910	DIA
RT04	£	56.00		ARKANA 2'6 ROUND TRUMPET BASE TABLE	BLACK OR WHITE		700	760	DIA
RT05	£	53.00		ARKANA 2' ROUND TRUMPET BASE TABLE	BLACK OR WHITE		700	610	DIA
RT06	£	68.00		OSIRIS 3'9	BEECH OR WHITE		700	1150	DIA
RT07	£	55.00		ALL WEATHER TABLE	BLACK		730	700	700
RT08	£	53.00		BISTRO 2' ROUND TABLE	BLACK		700	610	610
RT09	£	56.00		BISTRO 2'6 ROUND TABLE	BLACK		700	760	760
RT10	£	61.00		BISTRO 3' ROUND TABLE	BLACK		700	910	910
RT11	£	57.00		OSIRIS 3' CHROME BASE ROUND TABLE	BEECH, BLACK, WHITE		700	910	DIA
RT12	£	54.00		OSIRIS 2'6 CHROME BASE ROUND TABLE	BEECH, BLACK, WHITE		700	760	DIA
RT15	£	56.00		APOLLO 3' CHROME BASE ROUND TABLE	BEECH, BLACK, WHITE		750	910	DIA
RT16	£	85.00		WHITE ROUND TABLE 3'9"	BEECH, WHITE		750	1150	1150
RT17	£	88.00		ISIS 3'9 CHROME BASED TABLE	BEECH OR BLACK		750	1140	DIA
RT18	£	54.00		JUNO 3' CHROME LEGGED ROUND TABLE	BEECH, BLACK, GREY, WHITE		740	910	DIA

NB. All prices are subject to UK VAT % at time of ordering

Prices indicated are for a maximum of 7 days hire

RT20	£	51.00		ARTEMIS 3' CHROME LEGGED ROUND TABLE	BEECH, BLACK, GREY, WHITE		740	910	DIA
RT21	£	72.00		APOLLO 3' CHROME LEGGED ROUND TABLE	BEECH		750	910	DIA
RT23	£	71.00		APOLLO 2'6 CHROME LEGGED ROUND TABLE	BEECH		750	760	DIA
RT25	£	46.00		ARTEMIS 2'6 CHROME LEGGED ROUND TABLE	BEECH, BLACK, WHITE		700	760	DIA
RT30	£	46.00		REALITY CAFÉ TABLE	BEECH		750	700	DIA
RT31	£	51.00		EROS BEECH COLUMN TABLE	BEECH		750	610	DIA
RT32	£	46.00		ALFRESCO TABLE	ALUMINIUM		735	800	DIA
RT34	£	46.00		BACCHUS 2' CHROME FRAME ROUND TABLE	BEECH, BLACK, SILVER, WHITE		740	610	DIA
RT35	£	88.00		APHRODITE ROUND MEETING TABLE	CHROME FRAME- GLASS TOPPED		740	1100	DIA
RT36	£	53.00		AURORA TRIANGULAR TOPPED TABLE	BEECH, BLACK, CHERRY OR SILVER		740	770	DIA
RT40	£	54.00		ROUND TABLE HIRE	BEECH, BLACK OR WHITE,		760	760	760
RT41	£	49.00		MAIA 2'6 ROUND TABLE	BEECH, BLACK, SILVER, WHITE		750	760	DIA
RT42	£	55.00		MAIA 3' ROUND TABLE	BEECH, BLACK, SILVER, WHITE		750	910	DIA
RT45	£	41.00		5'9 ROUND CATERING TABLE	BEECH		680	1680	DIA

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RT - Round Tables	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
RT46	£	45.00		6' ROUND FOLDING TABLE	BEECH		680	1800	1800
RT49	£	51.00		BOURNEMOUTH 2'6 ROUND TABLE	BEECH, BLACK OR WHITE,		760	760	760
RT50	£	69.00		SMALL GLASS CAFE TABLE	GLASS		720	605	605
RT51	£	69.00		VENEZIA GLASS ROUND TABLE	ACID GLASS		720	685	685
TB - Oblong tables	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
TB01	£	54.00		ORPHEUS 5' STANDARD TABLE	BLACK		720	1530	760
TB07	£	45.00		SANDERS 2'6" SQUARE TABLE	BLACK		730	760	760
TB08	£	48.00		ORPHEUS 4' STANDARD RECTANGULAR TABLE	BLACK		720	1220	760
TB10	£	45.00		JUPITER 2'6 TABLE	BEECH, GREY OR WHITE		720	760	760
TB11	£	48.00		JUPITER 4' CHROME LEGGED RECTANGULAR TABLE	BEECH, GREY OR WHITE		720	1220	760
TB12	£	32.00		4' X 2'6 FOLDING TABLE	GREYSTONE		700	1220	760
TB13	£	32.00		SATURN RECTANGULAR TABLE	BLACK		700	1220	760
TB14	£	160.00		FORTUNA BOARDROOM TABLE <i>Seats 8 - 10</i>	BEECH, BLACK OR WHITE		760	2440	1220
TB15	£	32.00		4' FOLDING TABLE	WOOD EFFECT		700	1220	610
TB16	£	36.00		6' FOLDING TABLE	WOOD EFFECT		700	1830	610
TB17	£	107.00		ISIS SMALL BOARDROOM TABLE <i>Seats 4 - 6</i>	BEECH OR BLACK		740	1610	1140
TB18	£	97.00		APOLLO CHROME OVAL MEETING TABLE <i>Seats 4 - 6</i>	BEECH OR BLACK		735	1605	1140

NB. All prices are subject to UK VAT % at time of ordering

Prices indicated are for a maximum of 7 days hire

TB23	£	140.00		2M ISIS BOARDROOM TABLE <i>Seats 6 - 8</i>	BLACK	740	2000	1140
TB25	£	47.00		ARTEMIS 2'6 SQUARE TABLE	BLACK OR WHITE	700	760	760
TB26	£	50.00		SQUARE TABLE 2'6"	BEECH, BLACK OR WHITE	740	760	760
TB27	£	50.00		2'6" SQUARE TABLE WITH TRUSS LEGS	BEECH, BLACK OR WHITE	750	760	760
TB28	£	75.00		APOLLO CHROME MEETING TABLE <i>Seats 4 - 6</i>	BEECH, BLACK OR WHITE	735	1220	750
TB34	£	128.00		GLASS TABLE		760	1440	900
TB41	£	50.00		MAIA 2'6 SQUARE TABLE	BEECH, BLACK OR WHITE	750	760	760
TB42	£	86.00		APHRODITE 4' Section BOARDROOM TABLE Linkable	WHITE	740	1220	1220
TB43	£	172.00		2' DEEP CLAY SEMINAR HIRE TABLE	BEECH, BLACK, SILVER, WHITE	730	2400	460
TB44	POA			SEMINAR MEETING TABLE	WHITE	730	2400	600

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TC - Chairs	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
TC0000	£	40.00		GHOST CHAIR	CLEAR	440	935	530	425
TC01	£	23.00		LINKING AVENSIS CHAIR	BLACK, BLUE, BUTTERMILK, MINT, RED, WHITE	445	760	450	430
TC02	£	26.00		LINKING LUNAR CHAIR	BLACK, WHITE	450	780	430	470
TC03	£	32.00		REALITY BEECH CHAIR	BEECH	450	800	430	400
TC04	£	32.00		SAMBA STACKING SIDECHAIR	TRANSPARENT - CLEAR, BLUE, RED	460	800	500	420
TC05	£	55.00		GEOS SWIVEL CHAIR	WHITE VINYL	480	850	680	570
TC06	£	37.00		ARKANA SIDE CHAIR	BLACK, BLUE, GREEN, GREY, RED, WHITE VINYL	450	480	500	550
TC07	£	37.00		ARKANA BLACK SIDE CHAIR	BLACK, BLUE, GREEN, GREY, LIME, ORANGE, RED, WHITE, YELLOW	450	480	500	550
TC08	£	39.00		MARS TYPIST CHAIR	BLACK, BLUE, GREY, RED	420	1100	600	600
TC09	£	45.00		MARS TYPIST ARMCHAIR	BLACK, BLUE, GREY, RED	420	1100	600	600
TC10	£	42.00		ORBIT CHAIR	WHITE	450	810	540	470
TC11	£	42.00		WHITE SWIVEL CHAIR	WHITE	470	810	440	490
TC12	£	36.00		DOMINO SIDECHAIR	BLACK AND WHITE	460	790	510	480
TC13	£	42.00		EAMES INSPIRED CHAIR	BLACK, WHITE	445	835	465	830
TC15	£	42.00		NEST SWIVEL CHAIR	BLACK, WHITE	470	810	440	490
TC16	£	18.00		SAMSON FOLDING CHAIR	BURGUNDY, GREY	450	790	440	500
TC19	£	24.00		LINKING CONFERENCE CHAIR	ANTHRACITE, BLACK, BLUE, GREEN, GREY, RED	460	790	530	530
TC21	£	43.00		OFFICE CHAIR	BLACK	420-520	970-1070	650	500
TC22	£	57.00		JAYDEN CANTILEVER CHAIR	BLACK LEATHER	450	1000	620	650
TC23	£	42.00		FORTUNA BOARDROOM ARMCHAIR	BLACK VINYL	460	880	620	600
TC24	£	42.00		LEATHER CHAIR HIRE	BLACK LEATHER	460	860	595	565
TC25	£	41.00		PANTON CHAIR	BLACK, RED OR WHITE	420	840	470	520

NB. All prices are subject to UK VAT % at time of ordering

Prices indicated are for a maximum of 7 days hire

TC26	£	33.00		ARTEMIS CANTILEVER CHROME ARMCHAIR	BLACK, BLUE, TAN OR WHITE LEATHER	470	540	580	570
TC28	£	42.00		APOLLO BEECH BACK CHROME FRAMED CHAIR	BK, BL, GN, RD, LGV, LIV, ORV, PRV, WHV, YWV, MEV	450	750	540	600
TC30	£	65.00		BUCKINGHAM EXECUTIVE SWIVEL CHAIR	BLACK LEATHER	440	1200	660	730
TC31	£	32.00		EROS BEECH BACK CHROME FRAMED CHAIR	BEECH, BLACK, BLUE, GREEN, RED	460	800	400	500
TC32	£	30.00		ALFRESCO ALUMINIUM ARMCHAIR	ALUMINIUM	430	775	500	555
TC34	£	34.00		BACCHUS HARP BACKED ARMCHAIR	BLACK, BLUE, GREEN, GREY, RED	460	800	420	540
TC35	£	44.00		VENUS HIGH BACK CHAIR	GRAPHITE/GREY SUEDE and BLACK	480	1000	430	640

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TC - Chairs	Hire Cost	Item	Description	Colours Available	SH	H	W	D	
TC38	£	44.00		APOLLO PLEXIGLASS BACKED CHAIR	BK, BL, GN, RD, LGV, LIV, ORV, PRV, WHV, YWV, MEV	450	750	540	600
TC39	£	32.00		FIorenZE BEECH BACKED CHAIR	BLACK, BLUE, RED	460	760	420	400
TC41	£	34.00		MODI LINKING LEATHER CHAIR	BLACK OR WHITE LEATHER	460	800	540	520
TC42	£	34.00		REALITY OUTDOOR CHAIR	FAUX RATTAN	430	750	520	400
TC45	£	45.00		HIGH BACKED CHAIR	BLACK	440	990	440	650
TC47	£	30.00		HARDWOOD FOLDING CHAIR	HARDWOOD	420	1000	430	600

NB. All prices are subject to UK VAT % at time of ordering

Prices indicated are for a maximum of 7 days hire

ELECTRICS EXTRA ORDER FORM (PAGE 1 OF 2)

UCISA 2022
29th - 31st March 2022 / Manchester Central

PLEASE EMAIL ORDERS TO:
accounts@meridianexhibitions.co.uk
GENERAL ENQUIRIES:
info@meridianexhibitions.co.uk

ELECTRICS	PRICE £	QUANTITY	TOTAL £
POWER			
2 AMP (500W) RATED SOCKET OUTLET	£115.00		
8 AMP (2 KW) RATED SOCKET OUTLET	£198.00		
13 AMP (3 KW) FULLY RATED SOCKET OUTLET	£235.00		
N.B. ONE FOUR WAY EXTENSION LEAD ALLOWED ON A FULLY RATED 13 AMP SOCKET OUTLET ONLY			
16 AMP SINGLE PHASE SUPPLY (TERMINATED IN A CEEFORM)	POA		
30 AMP SINGLE PHASE SUPPLY (TERMINATED IN A CEEFORM)	POA		
30 AMP THREE PHASE SUPPLY (TERMINATED IN A CEEFORM)	POA		
24 HOUR SURCHARGE	£85.00		
LIGHTING			
1 X LED LONG ARM FLOODLIGHT FOR GRAPHICS (120 WATT EQUIVALENT)	£46.00		
4 X LED LONG ARM FLOODLIGHTS FOR GRAPHICS (120 WATT EQUIVALENT)	£144.00		
1 X 100 WATT SPOTLIGHT (FASCIA MOUNTED)	£52.00		
2 X 100 WATT SPOTLIGHT (FASCIA MOUNTED)	£70.00		
4 X 100 WATT SPOTLIGHT (FASCIA MOUNTED)	£114.00		
6 X 100 WATT SPOTLIGHT (FASCIA MOUNTED)	£149.00		
AUDIO VISUAL			
32" 2K TFT FLAT SCREEN (INCLUDES CHOICE OF VGA, HDMI & SCART CABLES & ACCEPTS USB INPUT)	£140.00		
40" 2K TFT FLAT SCREEN (INCLUDES CHOICE OF VGA, HDMI & SCART CABLES & ACCEPTS USB INPUT)	£200.00		
43" 4K TFT FLAT SCREEN (INCLUDES CHOICE OF VGA, HDMI & SCART CABLES & ACCEPTS USB INPUT)	£230.00		
SCREEN HANGING BRACKET (FITS THE SCREEN DIRECTLY ONTO THE SHELL SCHEME STAND)	£20.00		
MONITOR STAND (INCLUDES SEPARATE SHELF FOR MEDIA PLAYER)	£65.00		
MEDIA PLAYER	£40.00		
MISC EXTRAS			
1 KW (4 AMP) RATED CONNECTION TO EXHIBITORS OWN FITTING	£115.00		
2 KW (8 AMP) RATED CONNECTION	£188.00		
TRACK MOUNTED FAN UNIT	£18.00		
MAINS CONNECTION (FREEBUILD STANDS & ISLAND SITES ONLY)* DELETED AS REQUIRED			£95.00
* The obligatory Electrical Testing Charge is now required to meet the revised minimum testing requirements in line with BS7671 (2008) & applies to electrical line items only		SUB TOTAL	
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%);">INDICATE POSITION OF ELECTRICS ON PLAN</div> </div> <p style="text-align: center;">FRONT OF STAND</p>		TESTING CHARGE*	
		20% SURCHARGE	
		SUB TOTAL	
		VAT	
		TOTAL	
STAND NUMBER		<div style="border: 1px solid black; width: 50px; height: 50px; display: inline-block;"></div>	
COMPANY NAME			

ORDERS TO BE RECEIVED WITH PAYMENT 14 DAYS PRIOR TO THE EVENT
FAILURE TO DO SO WILL INCUR A 20% SURCHARGE

ELECTRICS EXTRA ORDER FORM (PAGE 2 OF 2)

PAYMENT AUTHORISATION

YOUR ORDER WILL NOT BE PROCESSED IF ALL FIELDS ARE NOT FILLED IN

COMPANY NAME STAND NO.

BILLING ADDRESS & POSTCODE

TELEPHONE FAX

EMAIL

I AGREE IN PLACING THIS ORDER THAT I HAVE ACCEPTED MERIDIAN EXHIBITIONS LTD TERMS AND CONDITIONS OF CONTRACT

AUTHORISED SIGNATURE PRINT NAME

DATE

PAYMENT POLICY

CHEQUE PAYMENTS

Cheques payable to "Meridian Exhibitions Ltd".

CARD PAYMENTS

We do not accept American Express Cards

CCV numbers are destroyed once payment is made.

PAYMENTS IN FOREIGN EXCHANGE

Payments are subject to an £8.00 surcharge.

BANK TRANSFER PAYMENT INFORMATION

HSBC BANK, 33 THE BOROUGH, FARNHAM, SURREY, GU9 7NJ, UK.

Account: MERIDIAN EXHIBITIONS LTD

Sort Code: 40-21-05

Account No: 91697013

Swift Code / BIC: MIDLGB22

IBAN No: GB38MIDL40210591697013

CARD CHARGE AUTHORISATION

CARD NUMBER *CCV NUMBER

START DATE END DATE

AUTHORISED SIGNATURE PRINT NAME

*ALL CCV NUMBERS ARE DESTROYED ONCE PAYMENT HAS BEEN RECIEVED