



## Pop-up Stand Order Form

**Please check all details are correct as this is a legally binding contract. Should you have any queries please contact a member of the sales team on 0207 069 4756  
Once checked please complete, sign, date and FAX to 0207 069 4640.**

In the table below, please write the quantity next to the product/s you wish to purchase or hire.

Product	Price to buy	Quantity	Price to Hire (ExCeL London only)	Quantity
Standard Roller Banner Displays	£210 + VAT		£130 + VAT	
Crossbow Banner Displays - Buy	£75 + VAT		N/A	
Literature Racks – Buy	£59 + VAT		£39 + VAT	
Max Fabric Pop-up System – Max 33	£985 + VAT		N/A	
Max Fabric Pop-up System – Max 34	£1055 + VAT		N/A	
Delivery Cost (Free for events at ExCeL London)			N/A	N/A

**Contact Details:**

Name..... Company.....

Contact number..... Mobile.....

Address.....

Event..... Event Dates.....

Stand number.....

On-site contact name..... On-site contact number.....

(if different) (if different)

Delivery Address (if applicable)

.....

**Payment Details:** Please complete the credit card form on the second page and fax back with this form as payment will be processed once the order has been confirmed.

**Artwork Information:** Artwork must be submitted 14 days prior to the event open date. The recommended format is a print ready PDF file, set with a 3mm bleed but we also accept the following format:

- PC formats: Adobe In Design, Adobe Illustrator, CorelDraw
- Mac formats: Quark Express

I confirm that the details above are correct and that I am duly authorised to enter into this agreement on behalf of my company. I understand and agree to the above payment terms.

For & on behalf of.....

Name..... Position.....

Signed..... Date.....

**Credit Card Payment Form**

Account No:

Company Name :

Card Type:

Card No:

Expiry Date:

Security Code:

Issue No. (Switch only):

Amount in Sterling:

(Amount in Words):

Cardholder:

Full address of cardholder:

Persons Name (in block capitals):

Signature:

Invoice (s) No. being paid:

INTERNAL: Date Processed: