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## Electrical Fitting 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



ASSOCIATION  
for CULTURAL  
ENTERPRISES

SEC Glasgow  
2nd - 3rd March 2022

Our Ref:  
3316

Early Booking Deadline  
2nd February 2022

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

Stand No.	
Contact Name:	
Contact Email:	
Contact Tel:	
Date:	

**Standard Prices will apply to all orders received after the Early Booking Deadline**

All orders must be in writing. Orders cannot be taken over the telephone. Any item not listed, please contact us for a quotation

**NB: Shell Scheme stands receive an electrical package of: 1no. 500w Socket & 2no. LED Spotlights per Stand**

ITEM/DESCRIPTION (All items are on hire unless stated)	EARLY BOOKING PRICE	STANDARD PRICE	QTY	Total
Individual LED Spotlight	£65.00	£87.10		
Track with 3 x LED Spotlights	£166.00	£222.45		
1.5m Fluorescent Fitting (LED Batten)	£68.00	£91.15		
13 Amp 500W Socket Outlet	£125.00	£150.00		
13 Amp Socket Outlet 1kW	£195.00	£261.30		
13 Amp Socket Outlet 2kW (not suitable for lighting purposes)	£285.00	£381.90		
13 Amp Socket Outlet 3kW (not suitable for lighting purposes)	£395.00	£529.30		
13 Amp Socket Outlet 500W 24hrs (for fridge)	£438.55	£526.25		
Ceiling Battens (per metre)	£10.00	£12.00		

In Line with the Current Exhibition Industry Alliance (Aeo, Aev & Essa) e-Guide / Rules & Regulations the Following Charges will be Implemented in Relation to Testing the Electrical Installation. These Charges are Compulsory and will Automatically be charged on your Invoice.

COMPULSORY TESTING CHARGE: £15.00

Please ensure that you provide locations and heights of fittings where necessary.

You can use the electrical 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 receive 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	



ASSOCIATION  
for **CULTURAL**  
**ENTERPRISES**

**SEC Glasgow**  
**2nd - 3rd March 2022**

# Electrical Fittings Location PLAN

**Our Ref:** 3316  
**Company Name:** \_\_\_\_\_  
**Stand No:** \_\_\_\_\_

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




FRONT OF STAND

Please use this grid to place all your electrical items on your stand including any 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 sockets and lights placed on the stand at our discretion**

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 <u>net on hire</u> and <u>provided in accordance with suppliers' terms and conditions</u> and <u>should be insured during the show period</u> against all risks for <u>3 times the rental value</u> .   |
| 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. Where no drawing is received, the items may be positioned at our discretion, and re-fixing could involve additional costs. Please note that in ordering electrics you may have a mains box and cable on your stand. Please indicate preferred location. |
| 3 | Only one four way trailing outlet allowed per maximum socket load of 500w may be used. Flexible cord (round cable) should not exceed two metres.  |
| 4 | Please note that if light fittings are to be installed away from the walls and fascia of the stand ceiling battens will be required.  |
| 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.                                      |

### **PAYMENT**

- |     |   |     |   |
|-----|---|-----|---|
| 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.   | 17. | Unless otherwise agreed, all Client Orders for items ordered from Order Forms must be accompanied by full payment.  |
| 2.  | Full Circle Events & Exhibitions Ltd. Terms and Conditions of Business can only be amended in writing.  | 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.  |
| 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.  | 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.   |
| 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.   | 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 caused by the actions of Client or its customers.   |
| 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.  | 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.  |
| 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.   | 22. | The Client undertakes:<br>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.<br>22.2 Not to carry out any modification or repair to Full Circle Events and Exhibitions Limited's property, however small.<br>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.<br>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.<br>22.5 To return goods to Full Circle Events & Exhibitions Ltd. free of any object.<br>22.6 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.<br>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. |
| 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.  | 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.   |
| 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 Exhibitions Limited's Rates.  | 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.  |
| 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.   | 25. | Clients may photograph work carried out by Full Circle Events & Exhibitions Ltd. for their own marketing purposes only.   |
| 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.   |     |   |