

FREEMAN

ELECTRICS & LIGHTING PRE-PAYMENT ORDER FORM

EARLY BOOKING
DEADLINE DATE:
**FRIDAY 3RD MARCH
2019**

**ORDERS RECEIVED AFTER
THE ABOVE DATE WILL BE
SUBJECT TO A 20%
SURCHARGE**

The Manchester Bike Show 2019

23rd – 24TH MARCH 2019 – Event City , Manchester

The Freeman Company (UK) Limited, Olympia, Hammersmith Road, W14 8UX. (England & Wales; Company No. 8428643)

Sales: Tel: +44 (0)207 598 5500 Email: steve.j.smith@freemanco.com

**FULL PAYMENT MUST BE SUBMITTED WITH THIS FORM. INCLUDING 20% VAT
YOUR ORDER CANNOT BE PROCESSED WITHOUT PAYMENT IN FULL.**

EXHIBITOR DETAILS:

STAND NUMBER: _____ COMPANY NAME: _____

TITLE: _____ CONTACT NAME: _____ DATE: _____

INVOICE ADDRESS: _____ POSTCODE: _____

TEL: _____ FAX: _____ EMAIL: _____

CREDIT CARD DETAILS:

TYPE OF CARD: _____ please circle: (DEBIT / CREDIT / MAESTRO) NAME OF CARD HOLDER: _____

*****IF THERE IS NO INDICATION OF THE TYPE OF CARD THE 2.5% SURCHARGE WILL AUTOMATICALLY BE APPLIED*****

We do not accept American Express cards *2.5% surcharge applies to credit card payments

The additional 2.5% charge does not apply for Visa Debit and Maestro cards

CARD NUMBER: EXPIRY DATE:

FOR SWITCH CARD PLEASE INCLUDE: ISSUE NUMBER: _____ OR VALID FROM DATE: _____

3 DIGIT SECURITY CODE (This number can be found on the back of your card): SIGNATURE: _____

ADDRESS (to which this card is registered): _____

Freeman Company UK Fitting - Supply and Install		Watts (item)	Qty	Watts (total ordered)	Unit Price	Total
Part A Fittings - select number and type of fittings required then add up the overall wattage and order a suitable mains supply from part B mains section of this form.						
100w	Spotlight	100			£ 45.00	
1.2m	Lytespan Track with 3 x 120w Spotlight	300			£ 99.00	
2.4m	Lytespan Track with 6 x 120w Spotlights	600			£180.00	
13 amp	Socket Outlet 500w	500			£ 42.00	
13 amp	Socket Outlet 1Kw	1000			£ 42.00	
13 amp	Socket Outlet 2Kw	2000			£ 42.00	
13 amp	Socket Outlet 3Kw	3000			£ 42.00	
Total wattage of fittings ordered - Go to Part B for Mains supply						
Part B Mains - must be ordered along with the above fittings to the appropriate wattage:						
10amp 220v Single Phase Main					£252	
16amp 220v Single Phase Main					£331	
32amp 220v Single Phase Main					£525	
16amp 400v Three Phase Main					£576	
32amp 400v Three Phase Main					£1021	
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.						
In Line with above EIA Testing a Flat Test Rate @ £ 15.00 per Stand will be Charged automatically on your Invoice						£15.00
Information Re. Non-UK companies Please forward your current VAT number _____ If we do not receive your current VAT number we will have to charge VAT at the current rate of 20% The Freeman Company (UK) Limited VAT number is GB 160 5448 20				ELECTRICS SUB TOTAL		
				2.5% surcharge if applicable		
				+ VAT @ 20%		
				ELECTRICS TOTAL		

Other electrical items not listed on this order form please contact us for a quote.

Electrical items are provided on a hire basis only. All items ordered will be collected at the close of the event. Any exhibitors found to remove electrical equipment will be subsequently charged the retail value of the item.

Please note that in ordering electrics you will have a mains box and cable on your stand.

IF YOU DO NOT RECEIVE AN INVOICE
CONFIRMATION WITHIN 10 DAYS OF
PLACING YOUR ORDER, PLEASE CONTACT
US TO CONFIRM YOUR REQUIREMENTS.

**IMPORTANT NOTICE – Any order will not be processed
without full payment.**

*We do Not Accept Cheques 5 days Prior 1st Day of Build

**CHEQUES SHOULD BE CROSSED
AND MADE PAYABLE TO:
The Freeman Company (UK) Limited**

**DON'T FORGET TO KEEP A COPY FOR
YOUR RECORDS**

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.

Please circle the scale to which you have drawn your stand

1 square = 1m

1 square = 2m

BACK OF STAND

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

- O** = Spotlight
- X** = Power point at floor level
- Ø** = Power point at ceiling height
- O—O—O** = Light track
- =====** = Fluorescent
- C** = Conn to c/o lighting
- M** = Mains position

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

Additional Information _____

FRONT OF STAND

COMPANY NAME _____

STAND NO _____

TERMS & CONDITIONS

This extract of The Freeman Company (UK) Limited'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 The Freeman Company (UK) Limited's full Terms of Business will apply and this extract is for clients' convenience only. The Freeman Company (UK) Limited's full Terms of Business can be provided, on request. For convenience paragraphs retain the numbering of The Freeman Company (UK) Limited's complete Terms of Business.

- 1.1 In placing a Client Order with The Freeman Company (UK) Limited 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 The Freeman Company (UK) Limited'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 The Freeman Company (UK) Limited Pre Payment Order Form or by accepting a The Freeman Company (UK) Limited Quotation. Except where stated, The Freeman Company (UK) Limited'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.
- 2.1.1 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. The Freeman Company (UK) Limited 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 The Freeman Company (UK) Limited the labour and material costs of any work undertaken by The Freeman Company (UK) Limited in order to fulfil the Client Order, at The Freeman Company (UK) Limited'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 The Freeman Company (UK) Limited 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. The Freeman Company (UK) Limited 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 The Freeman Company (UK) Limited or its contractors will be charged at the The Freeman Company (UK) Limited 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 The Freeman Company (UK) Limited Site team must be notified before the Open Period of the Event. If the Client is not satisfied with the remedial action taken by The Freeman Company (UK) Limited, the matter should be addressed with the Senior member of the The Freeman Company (UK) Limited 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 The Freeman Company (UK) Limited within seven days of the opening of the Event. The Freeman Company (UK) Limited 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 The Freeman Company (UK) Limited's team before the Open Period of the Event.
- 4.5 If, after return, apparently malfunctioning products are found by The Freeman Company (UK) Limited to be to specification and fully operational, then the Client will be charged for The Freeman Company (UK) Limited's costs in recovering and replacing the item with all costs calculated at the at the The Freeman Company (UK) Limited 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 The Freeman Company (UK) Limited, as The Freeman Company (UK) Limited 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 The Freeman Company (UK) Limited's premises, and continue until they are collected from the Site by The Freeman Company (UK) Limited or are returned to The Freeman Company (UK) Limited'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 The Freeman Company (UK) Limited 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.