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### FLOORCOVERING

Cord Carpet  
Printed Carpet

### RAISED FLOORS

18mm Floor Only  
40mm Floor Only  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

### RESOURCES

40mm Floor Layout Plan  
Electrics Unplugged  
Sustainability Policy

FOR PRODUCT SPECIFICATIONS & PRICES CLICK ON PRODUCTS ABOVE IN PINK



ORDER & PAYMENT

learning technologies

London UK 2024

hr technologies

London UK 2024

17-18 April | ExCeL London

## HOW TO ORDER

EVERYTHING IN PINK IS A LINK

**THIS IS AN EDITABLE, INTERACTIVE MICRO SITE PDF**  
Just like a website click on the links, in PINK to navigate

- **TO LOCATE PRODUCTS**  
Click on **TOOL BAR** product listings, top of each page, in PINK
- **TO ORDER**  
Tick item & enter requirements in product boxes
- **TO COMPLETE YOUR ORDER**  
Set up your account in **ORDER & PAYMENT**  
**40mm Floor Orders** provide positioning of Access Ramp **EXHIBITOR LAYOUT PLAN**  
**SAVE PDF TO YOUR FILES & EMAIL TO INFO@MOYNE.CO.UK**

# Moyne floors & floorcoverings order form

### GET IN TOUCH



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INFO@MOYNE.CO.UK



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ORDER & PAYMENT

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# FLOORCOVERING PRINTED CARPET CORD CARPET

## 2 OPTIONS

DEADLINE : 1ST APRIL 2024

### PRINTED CARPET



Visualise Design & Logo's In High Quality Full Colour Floor Print  
High Quality Hard-wearing Polyester Pile With Gel Foam Non Slip Backing

**PRODUCT :** Dye sublimation custom digital printing. Printed in sections up to 3m in width. Spaces of over 3m in width should avoid complex overlapping design.

**PLACEMENT :** Laid direct to venue floor or **RAISED FLOOR**

**DELIVERY :** Price includes delivery to stand, fitting, protective cover & removal.

**RECYCLABLE :** YES – Carpet products are recycled

### PRINTED CARPET ARTWORK & SIZE GUIDE

#### ARTWORK SIZE GUIDE

3m x 2m	Space = artwork 3000mm x 2000mm
3m x 3m	Space = artwork 3000mm x 3000mm
3m x 3.5m	Space = artwork 3000mm x 3500mm
4m x 3m	Space = artwork 4000mm x 3000mm
4m x 4m	Space = artwork 4000mm x 4000mm
5m x 3m	Space = artwork 5000mm x 3000mm
5m x 4m	Space = artwork 5000mm x 4000mm
6m x 3m	Space = artwork 6000mm x 3000mm

- Design artwork to the sizes above
- File Type: High Resolution PDF

Email files / link to [info@moyne.co.uk](mailto:info@moyne.co.uk)

### PRINTED CARPET PRICE

**£85.00**

PER M2

#### COST CALCULATION

3m x 2m Stand = 6m2  
x £85.00 = £510.00

3m x 3m Stand = 9m2  
x £85.00 = £765.00

6m x 3m Stand = 18m2  
x £85.00 = £1530.00

PLACE ORDER	M2	UNIT COST	TOTAL COST
<input checked="" type="checkbox"/>		£85.00	

### SUSTAINABILITY

Exhibition carpets are reused and recycled into pellets to make household items such as containers and plant pots. [Read More](#)

### ALTERNATIVE FLOORCOVERINGS

Our range includes Velour Carpet & Artificial Grass. Contact us for more information. For Vinyl Floorcoverings; Woodplank & Coloured, go to [RAISED FLOOR VINYL PACKAGES](#)

### CORD CARPET



Colour Change Shell Scheme Grey Carpet To Match Logo Or Artwork Colours

**PRODUCT :** Cord carpet in choice of colours secured to venue floor with tape. Basic carpet option. Upgrade option Velour Carpet. Contact us for Velour options and prices.

**PLACEMENT :** Laid direct to venue floor or **RAISED FLOOR**

**DELIVERY :** Price includes delivery to stand, fitting, protective poly cover & removal.

**RECYCLABLE :** YES – Carpet products are reused & recycled

**INSTALLATION NOTES :** Moyne cannot accept responsibility for damage to carpet by other service providers once laid. Carpet laid to a **RAISED FLOOR** is less likely to be damaged during the build period than carpet laid direct to the venue floor

**SAMPLES :** Available on request.

### CORD CARPET COLOUR OPTIONS



Subject To Availability

#### COST CALCULATION EXAMPLE :

3m x 2m Stand = 6m2 x £18.00 = £108.00

PLACE ORDER
<input checked="" type="checkbox"/>

#### CARPET COLOUR ORDER

M2	UNIT COST	TOTAL COST
	£18.00	

**TO KEEP YOUR CARPET :** We encourage reuse of exhibition carpet . If required, carpet products are exhibitors to take away at the end of the show. Moyne do not provide a carpet removal or shipping service.

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ORDER & PAYMENT

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QUICK TIP

Electrical cables are distributed under 40mm floors. We require the position of sockets and the position of the access ramp. Once laid floors cannot be lifted to reposition sockets

**DEADLINE : 1ST APRIL 2024**

## 2 OPTIONS

Whether you are looking to elevate your stand presence or facilitate electrical cable distribution away from stand walls via the 40mm floor option, raised floors are a great way of enhancing the look of your stand space.

### 18MM RAISED FLOOR

**PRODUCT :** 18mm MDF Floor (floor only no covering)  
Aluminium Edging To Open Sides

**DELIVERY :** Includes installation & removal (Hire Item)

\*Electrical Cables Cannot Run Under 18mm Floors. See **ELECTRICS UNPLUGGED**  
40mm Raised Floor Will Be Required To Facilitate Under Floor Cable Distribution

### 40MM RAISED FLOOR

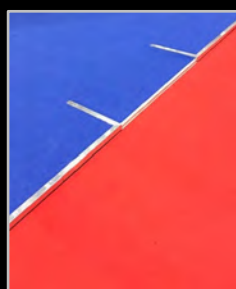
**PRODUCT :** 40mm Floor ECO Tile Platform (floor only no covering)  
Aluminium Edging To Open Sides

Access Ramp

**DELIVERY :** Includes installation & removal (Hire Item)

\*40mm Raised Floors Facilitate Under Floor Cable Distribution To Centre & Front Of Stand Spaces. The **EXHIBITOR LAYOUT PLAN** is required for the position of the Access Ramp and Sockets

# RAISED FLOORS 18MM & 40MM FLOOR ONLY



FLOOR SIZE M2	PRICE	PLACE ORDER <input checked="" type="checkbox"/>
6	£192.00	
9	£288.00	
12	£384.00	
15	£480.00	
16	£512.00	
18	£576.00	
20	£640.00	
21	£672.00	
24	£768.00	
25	£800.00	

**ADD FLOORCOVERING**  
PRINTED CARPET  
CORD CARPET

**18MM VINYL FLOOR PACKAGES**  
Vinyl floorcoverings require a raised floor. For ease of ordering vinyl floor coverings are provided inclusive of covering and 18mm raised floor  
WOODPLANK VINYL PACKAGE  
COLOURED VINYL PACKAGE

FLOOR SIZE M2	PRICE	PLACE ORDER <input checked="" type="checkbox"/>
6	£258.00	
9	£378.00	
12	£504.00	
15	£630.00	
16	£672.00	
18	£756.00	
20	£840.00	
21	£882.00	
24	£1008.00	
25	£1050.00	

**ADD FLOORCOVERING**  
PRINTED CARPET  
CORD CARPET

**40MM VINYL FLOOR PACKAGES**  
Vinyl floorcoverings require a raised floor. For ease of ordering vinyl floor coverings are provided inclusive of covering and 40mm raised floor  
WOODPLANK VINYL PACKAGE  
COLOURED VINYL PACKAGE

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ORDER & PAYMENT

ORDER COMPLETE? SET UP YOUR PAYMENT ACCOUNT [CLICK HERE](#)

# FLOOR PACKAGES COLOURED VINYL & WOODPLANK VINYL

## 2 OPTIONS

DEADLINE : 1ST APRIL 2024

Vinyl Floor Packages are offered in a choice of 18mm or 40mm floor heights with either Coloured Vinyl or Woodplank Vinyl floorcovering. Simply select the relevant floor height and stand size and specify vinyl colour choice.

### 18MM RAISED FLOOR PACKAGE

**PRODUCT :** 18mm MDF Floor. Aluminium Edging To Open Sides. Protective Poly Cover. **Choice of Coloured or Woodplank vinyl.**

**DELIVERY :** Includes installation & removal (Hire Item)

\*Electrical Cables Cannot Run Under 18mm Floors.  
See [ELECTRICS UNPLUGGED](#)

### 40MM RAISED FLOOR PACKAGE

**PRODUCT :** 40mm Floor ECO Tile Platform Aluminium Edging To Open Sides. Protective Poly Cover. Access Ramp . **Choice of Coloured or Woodplank Vinyl**

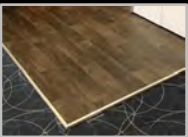
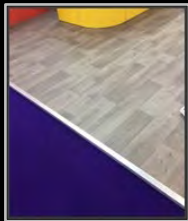
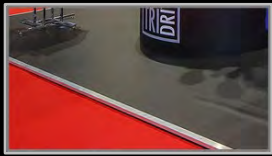
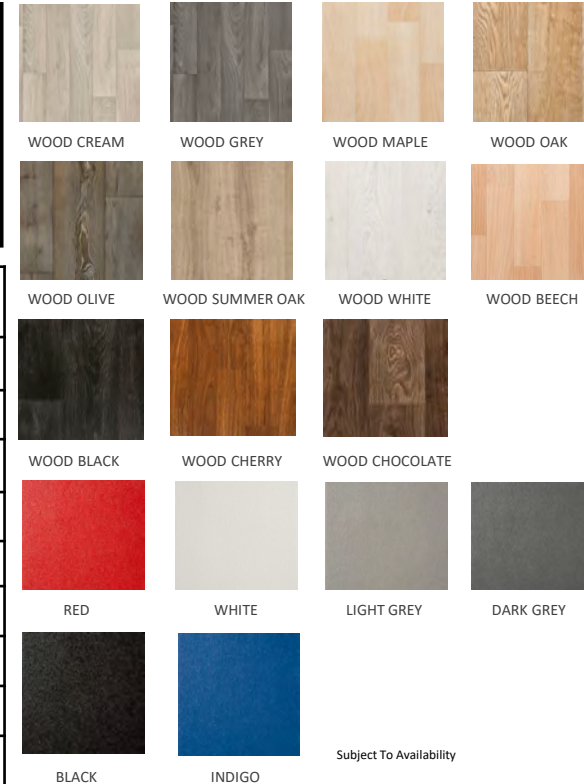
**DELIVERY :** Includes installation & removal (Hire Item)

\*40mm Raised Floors Facilitate Under Floor Cable Distribution To Centre & Front Of Stand Spaces

FLOOR SIZE M2	PRICE	PLACE ORDER <input checked="" type="checkbox"/>	VINYL COLOUR ORDER
6	£304.00		
9	£457.00		
12	£585.00		
15	£714.00		
16	£813.00		
18	£843.00		
20	£932.00		
21	£979.00		
24	£1099.00		
25	£1150.00		

FLOOR SIZE M2	PRICE	PLACE ORDER <input checked="" type="checkbox"/>	VINYL COLOUR ORDER
6	£346.00		
9	£520.00		
12	£670.00		
15	£819.00		
16	£877.00		
18	£969.00		
20	£1072.00		
21	£1125.00		
24	£1173.00		
25	£1325.00		

### VINYL COLOUR OPTIONS



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ORDER & PAYMENT

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40mm Floors Please Provide : [EXHIBITOR LAYOUT PLAN](#)

# ORDER & PAYMENT

## HOW WE WORK

1. Please ensure the  box against each item is completed and the quantity and specification of items required is noted.
2. If your order item amounts are not totalled don't worry we will do this for you.
3. Your order details will be verified by our Customer Service Team. An itemised Pro Forma Invoice confirms the details of your order. Please check this invoice carefully.
4. You may have calculated your Order Total as you have been completing the form. If this is the case please provide your calculation below. Alternatively we will calculate the total amount for you. **SAVE PDF. EMAIL TO [INFO@MOYNE.CO.UK](mailto:INFO@MOYNE.CO.UK)**

ORDER TOTAL	
UK VAT @ 20%	
TOTAL INC VAT	

## SPECIFY PAYMENT TYPE

### CARD PAYMENT

We operate Tyl Natwest Pay by Link. Simple and safe, it protects against fraud with '3D Secure' technology. The itemised Pro Forma Invoice and payment link is sent to the email address provided



### BANK PAYMENT



Your itemised Pro Forma Invoice includes our bank details. ALL Bank Charges are the responsibility of the exhibitor.

## CREATE YOUR ACCOUNT

### Exhibition / Event Information

Exhibition Name	
Stand Number	

### Personal Information

Name	
Email	
Phone Number	

### Company Information

Company Name	
Company Address	
Company Address	
City	
Postcode	
Country	
Tax Number	
*To be exempt from UK Value Added Tax <a href="#">Companies Registered Outside The UK</a> Must Provide Company Tax Reference Number	

## PAYMENT INFORMATION

- 100% remittance is required with all orders
- Payment must be received, for items where a Booking Rate is specified (Electrical Services & Banners) by 5pm on the date the Booking Rate expires. Should payment not be received by the deadline the order will be cancelled and reissued at the higher rate.
- Exhibitors who require Moyne to register as Supplier or raise internal Purchase Order requests should leave at least 3 working days for this process to be completed prior to any deadlines. Moyne is not responsible for the internal processes of Organisations which may lead to missed payment deadline dates or surcharges.
- We reserve the right to charge a £10.00 administration fee for the completion of complex supplier registration forms.
- Orders are confirmed, upon receipt of payment, via a UK VAT Invoice. This is our confirmation to you that your order has been successfully processed. The VAT invoice is your record of items that will be delivered to your stand onsite. Please check the details carefully.
- Deadlines for order confirmation and payment are issued to ensure sufficient time to fulfil the order. Should order or payment deadlines be missed Moyne cannot guarantee that the order will be fulfilled.
- 20% surcharges are applicable to electrical and furniture items ordered onsite. To avoid surcharges please pre book these items

## TERMS & CONDITIONS

By placing an order with Moyne Live Limited your purchase is subject to our Terms and Conditions of Sale. To view Terms [CLICK HERE](#)



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ORDER & PAYMENT

# EXHIBITOR LAYOUT PLAN

## EXHIBITION DETAILS

Exhibition*	
Stand Number*	
Stand Type* – Shell /Space	
40mm Raised Floor Y / N	

## GUIDANCE

- Print this plan or use PDF edit function
- Draw your stand space on the grid opposite – 1 square = 1m. A 4m x 3m stand would be 4 squares by 3 squares
- Your layout plan should be completed (hand drawn is fine) scanned or photographed and returned to us together with your Order Form.
- Take into consideration that power cables are not permitted to run across stand floor space. Appliances requiring power are best positioned against stand walls. Read **ELECTRICS UNPLUGGED**
- To provide the correct orientation of the stand refer to the show floorplan for surrounding stands. To request a copy of the latest floorplan email [info@moyne.co.uk](mailto:info@moyne.co.uk)
- Remember to take a copy of your plan to the show

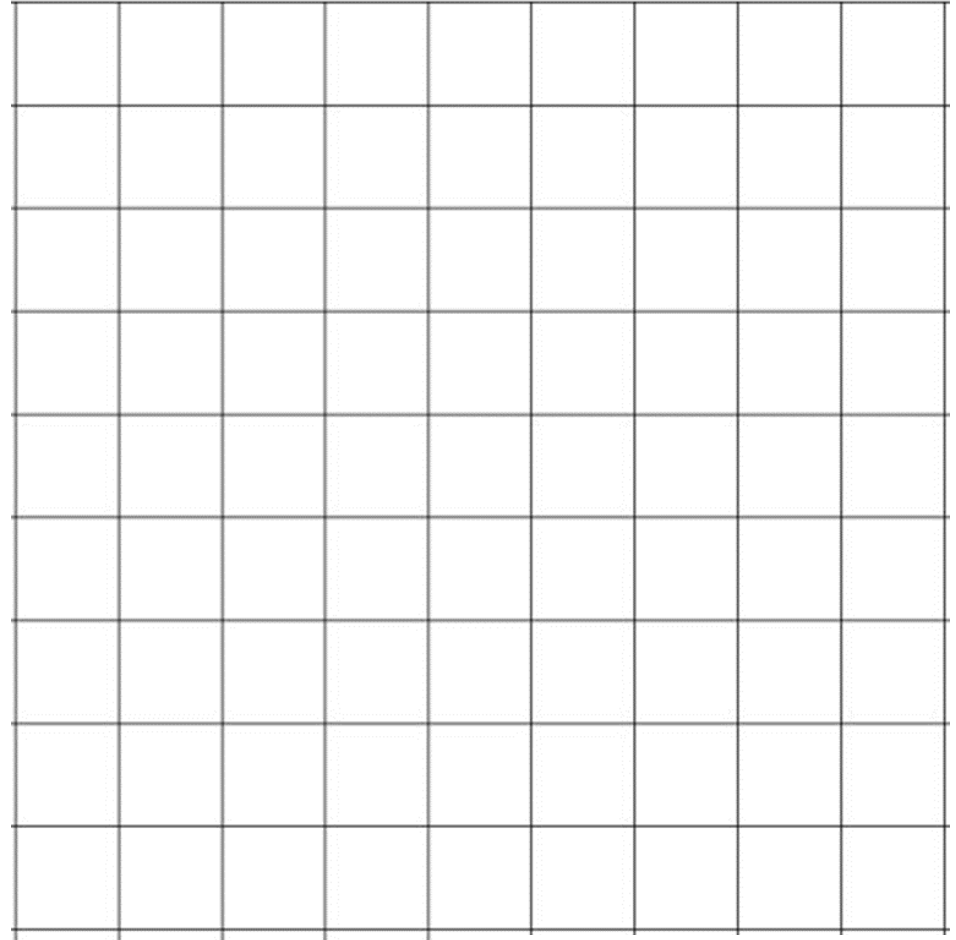
40mm Floor Stand Orders Include an Access Ramp - allow 1000mm wide x 500mm deep. Provide the required position of the ramp using the grid plan opposite.

40mm Floors cannot be laid without the required positioning of electrical sockets.

## KEY

ELECTRICAL	REFERENCE
Socket	X
Light Track inc 3 x Spotlights	
Spotlight	
Mains Power Supply	M

STANDFITTING	REFERENCE
Graphics Panel / Fabric Wall / Lightbox / Other	G1 G2
Store Room	DRAW POSITION
Store Room Door	DOOR
Shelf Flat, Sloping & Hanging Rail	
Bespoke Counter	



Scale: Each Square Represents 1m x 1m

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# ELECTRICS UNPLUGGED



Plan your stand layout around the position of power ducts and socket position requirements.

Trailing cables are not permitted. Without a 40mm Raised Floor sockets should be positioned against a wall

Island sites and stand alone stands will have a power duct and mains box. Without a raised floor sockets must be positioned next to the duct position

## MAKING ELECTRICS WORK FOR YOUR STAND

One of the first questions you need to address is :

### Do You Require Power Sockets?

The reasons for asking this question are:

- Exhibition electrics, dependent on the number of sockets or size of power supply required, can form a significant proportion of your overall exhibition spend.
- The position of sockets affects the overall layout of the stand – from the positioning of furniture to accommodate appliances requiring power, to the design of artwork on walls
- The entry position of the venue power supply on your stand may necessitate the installation of a 40mm Raised Floor.
- The requirement for sockets on open floor space (not installed to a stand wall) may require the installation of a **40MM RAISED FLOOR**.
- The addition of high power appliances such as ovens and Barista style coffee machines may require an independent power supply
- 24 Hour Power Supplies for fridges or LED computer walls are 20% more expensive than standard power supplies.

## CALCULATING POWER USAGE

Sockets are provided in the following power ratings:

- 500 watts (2 amps)
- 1000 watts (4 amps)
- 2000 watts (8amps)
- 3000 watts (12amps)

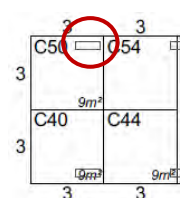
**IMPORTANT : Coffee Machines require power varying from 2000w to 32amps - always check the power required for coffee machines before hiring the equipment**

- During the open period power is turned off overnight. 24 Hour Power must be ordered if continuous power is required.
- The power usage of appliances can be obtained via the hirer, manufacturer or via the Rating Plate on the appliance
- The total usage of all appliances must be calculated to order the correct size socket
- It is the responsibility of the exhibitor to correctly calculate power requirements. Surcharges apply onsite for increasing power / socket size.

## POWER DUCTS AND POWER BOXES

- Power originates from ducts on the venue floor
- One stand on each block will have the power duct for the block and the mains power cable
- Once installed cables / boxes cannot be moved
- For plan showing stand duct positions E: [info@moyne.co.uk](mailto:info@moyne.co.uk)

Block Power Duct Position



Mains Power Box & Cable Mounted Above Stand



## WHAT YOU NEED TO KNOW

### 1. Cables From The Position Of Sockets To Appliances Cannot Run Across The Stand Floor, Under Floorcoverings Or Under 18mm Raised Floors

Trailing power cables are a trip hazard and a danger to all accessing the stand space.

Sockets required off shell scheme walls, in the centre or to the front of the stand space, may require a **40mm Raised Floor**. To avoid trip hazards cables are distributed under this floor type to the required position of the socket.



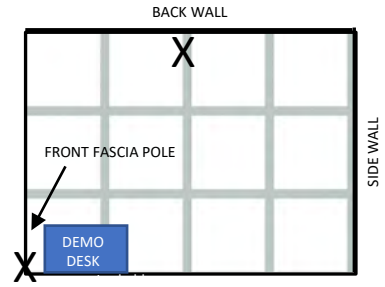
Trailing Cables - Not Permitted

Socket attached to shell scheme wall pole Permitted

Socket at floor level from wall behind Tension Fabric Permitted

Socket to front of stand 40mm Floor Permitted

### 2. How To Position Power Sockets To The Front Of Stand Space Without A 40mm Raised Floor



Shell Scheme stands have Nameboard Fascia support poles to the front . The Fascia structure can be used to distribute power from the stand back wall, overhead to the front pole.

\*Stands with over 4m open side have corner and central fascia support poles

Example Socket Position Diagram  
4m x 3m 2 Open Sides  
X = Socket Positions – to back wall and fascia pole  
1 Square = 1m

### 3. Extension Leads Must Be Maximum 2m Cable Length, No More Than 4 Sockets. One Extension Lead Can Be Used Per Socket Ordered. Power Usage Via The Extension Lead Cannot Exceed The Amount Of Power Ordered



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### RESOURCES

- 40mm Floor Layout Plan
- Electrics Unplugged
- Sustainability Policy



ORDER & PAYMENT

# SUSTAINABILITY



## Our Objective

To carry out work within our company and in partnership with others in the UK exhibition industry, in an efficient way that minimises or eliminates any adverse impact on the environment.

## Our Aims

- To invest in eco-friendly products and sustainable materials
- To identify new sustainable products and recycling opportunities
- To reuse, repair, refurbish or repurpose existing products
- To reduce our Carbon Footprint by using local suppliers
- To use energy efficient transportation
- To communicate the sustainability of our exhibition products to our clients
- To encourage our clients to reuse products purchased for exhibition stands or displays

## CARPET

### REUSE

- After the event the carpet used on gangways and stands comes back to our warehouse and is thoroughly inspected, cleaned and repaired. It is then categorised into either 2nd exhibition use or cut into room sizes and sold.

### RECYCLE

- Once it has no further exhibition use our carpet is made into Polyprop Pellets and recycled into items such as, flowerpots and bottles. We work with local recycling and manufacturing companies to help reduce our carbon footprint even further.
- In addition to turning our Ex-exhibition carpet into Polyprop Pellets, we have recently undertaken an additional recycling scheme. Our exhibition cord is now also being used and mixed in with other used household carpet for all weather horse gallops all around the UK. Due to the material makeup the carpet gallops reduce the risk of injury to the horses being trained.

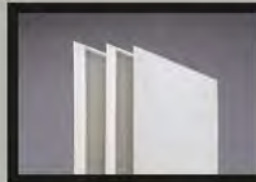


Polyprop Pellets are recycled into items such as Flowerpots and bottles which means our products' are totally green.



## GRAPHICS

- Print fabrics, Black Backed & Back Lit used in Tension Fabric and Lightbox Walls, have 60%-100% post consumer plastic in the weave.
- All fabric based products (Tension Fabric & Lightbox Wall graphics) can be reused by clients or are completely recycled.
- Display Board graphics (Foamex Panels) are made from recycled waste.
- Anything that cannot be recycled is collected by Grundon to become fuel for Clean Community Energy.
- All graphics delivery vehicles are Euro 6 Emissions compliant.
- Fabric printing using water-based and Green Guard inks.



### Display Board

Made from FBB virgin fibre liners with a grey centre made from recycled waste.



### Honeycomb Board

Made from re-usable, renewable & 100% recyclable kraft paper.



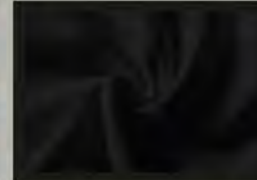
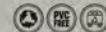
### Paper Based Foam Board

Lightweight rigid sheets 100% recycled for green energy.



### Eco Correx

Made from Recyclable Materials 100% recycled for green energy.



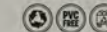
### Black Backed Fabric

100% Polyester recycled for green energy.



### Backlit Fabric

Made from 100% recycled PET plastic bottle waste.



## ELECTRICS

- We use Low Voltage LED Spotlights
- Electrics Vehicles are Euro 6 Emissions compliant

### REUSE

- Electrical cable and light bulbs are collected at the end of every event and, if possible, reused.

### RECYCLE

- Old electricals including cables and fuse boards, go to a local reprocessing plant, where they are hand sorted. Machines shred the materials. Magnets separate steel and other ferrous metals.
- Recovered metals and plastics are sold on the open market and can become new products – from bicycles to life-saving equipment.

## FURNITURE

- Plastic bags used for furniture delivery are made from recycled materials
- Paints and thinners used for manufacture and are safely disposed of by SafetyKleen UK Ltd
- End of life hire furniture is distributed to local good causes

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## RESOURCES

40mm Floor Layout Plan  
Electrics Unplugged  
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ORDER &  
PAYMENT

# Moyne

# TERMS OF

# SALE

1a. In placing a client order with Moyne Live Limited (Moyne) the client accepts, with no reservations, that these Terms & Conditions of business take the place of any other document, prior written or oral; agreement, as well as the client's terms & conditions of purchase or hire.

1b. Moyne's Terms & Conditions of business can only be amended in writing.

1c. 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.

2a. Except where stated, Moyne's Terms & Conditions of business for the placing of client's orders, their variation and cancellation, will apply to pre payment order forms, site orders and electronic sales orders.

2b. 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.

2c. Acceptance of a client order will be conditional on timing and on stock availability. Moyne 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.

2d. In the event of cancellation of a client order by a client, the client will pay to Moyne the labour and material costs of any work undertaken by Moyne in order to fulfill the client order, at Moyne's fully costed rates.

2e. In the event that a client order is cancelled 14 working days prior to build up of event they will be entitled to a 100% refund less administrative costs. (Bespoke items are chargeable @ 100% cancellation from the time the order is confirmed)

2f. In the event that a client order is cancelled less than 14 working days prior to build the client will be charged 100%.

2g. If for any reason the exhibitor withdraws from the exhibition or the exhibition is cancelled or postponed less than 14 working days prior to build up of show the client will be charged 100%.

2h. 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.

3a. All prices are exclusive of VAT.

3b. 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, for changed client orders. Moyne will only proceed to make any change after a on site order has been signed by the client's representative.

4a. It is the duty of the hirer to provide at such event or exhibition, a duly authorized representative to accept the furnishings and to give 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.

4b. 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 Moyne site team must be notified before the open period of the event. If the client is not satisfied with the remedial action taken by Moyne, the matter should be addressed with the senior member of the Moyne site team. 4c. In the event of a dispute that cannot be resolved on site, the client will submit their complaint in writing to Moyne within seven days of the opening of the event. Moyne will consider the complaint and respond to the client within 10 working days.

4d. No complaint will be addressed unless it has been brought to the attention of Moyne's team on site before the open period of the event and a docket has been provided by the Service Desk detailing the complaint before the open period of the event.

4e. If, after return, apparently malfunctioning products are found by Moyne to be to specification and fully operational, then the client will be charged for Moyne's costs in recovering and replacing the item with all costs calculated at the Moyne fully costed rate.

4f. Once the contract is complete, the client will not be able to claim "force majeure" or an act of God against Moyne, as Moyne will be considered to have performed its contractual obligations.

5. Our quoted prices are based on the current costs of materials and labour. We reserve the right to pass on any increase in same, which occur prior to the completion of any work.

6. We do not accept liability for damage to property or goods caused as a result of equipment not provided by Moyne but sourced from a third party.

7. We do not exclude our liability in respect of death or personal injury resulting from negligence by ourselves (but not subcontractors, if any).

8. We do not exclude our liability for loss or damage to exhibits or property of the customer where it has been caused by our negligence, provided that a claim is made within 14 days of the problem being brought to our attention.

9. We reserve the right to charge the customer for any additional costs incurred by works carried out in accordance with a request from any health or safety organisation.

### PAYMENT

10a. Unless otherwise agreed, all client orders for items ordered from pre payment forms must be accompanied by full payment.

b. In the event of non payment within the terms detailed on our order form Moyne reserve the right to withhold the goods or services that have been ordered.

c. In the event of late payment, with reference to the terms detailed on Moyne's order form, Moyne reserves the right to charge interest of 3% p.a. over the NATWEST base rate until paid.

11. Save as expressly provided in all these Terms & Conditions, the client shall indemnify Moyne against all actions, claims and demands whatsoever arising from any loss or damage of whatsoever nature suffered by any party as a result of its conduct in completing the contract or complying with any event or site conditions.

12. The client will be responsible for the safety of Moyne's property throughout the duration of the event and will be responsible for any damage for Moyne's property caused by the actions of the client or its customers.

13. Moyne provides all goods, including complete stand structures on hire only and the client undertakes:

a. To use the equipment in accordance with its usual purpose, to do nothing nor allow anything to be done that could lead to its damage or its disappearance, to give it the normal maintenance required, to keep it and to return it in good working order and clean, and to respect Moyne's particular recommendations, specific advice for use, and appropriate warnings which it acknowledges having read notably in these Terms & Conditions, the specifications sheets, and/or the documents that were handed over to it on delivery.

b. Not to carry out any modification or repair to Moyne's property, however small.

c. Not to nail, apply adhesive or paint, or damage Moyne's property in any way without Moyne's agreement or the express permission as set out in the exhibitor manual for the event.

d. To allow any of Moyne's representatives or persons authorized by the latter, unrestricted access to the equipment installed for the purposes of maintenance and to take any necessary steps to make their mission easier.

e. To return goods to Moyne free of any object.

f. To be responsible for any electrical item connected to a socket or mains connections installed by Moyne 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 Moyne.

g. To pay Moyne the cost of repair or replacement (as appropriate) for any item damaged whilst in the care of the client however caused.

14. All goods, materials, plant or machinery supplied by Moyne, shall be on hire unless otherwise stated. The period of hire will be the duration of the event unless otherwise stated. Moyne shall enter the site to collect and to remove its property as soon as permitted after the end of the open period.

Moyne Live Limited may on occasion sub contract services from a third party supplier. In the event of any dispute Moyne Live Limited will be responsible under the terms and conditions provided above for managing the dispute process and where required providing a refund. Please note the following which is applicable to all items purchased or hired from Moyne:

### Refund

Issues with regard to product delivery, product installation or any other factor that means that there is less than 100% satisfaction with the product(s) supplied **MUST** be brought to the attention of the Moyne Service Desk staff or Moyne Show Manager **PRIOR TO THE OPENING OF THE SHOW**. Moyne will not consider requests for compensation after the show without a record of the issue being addressed, with time to remedy the issue, before show opening.

*This extract of Moyne's Terms of Business summarises the principal matters relating to the provision of shell scheme fittings, electrical services, furniture hire, floor coverings and custom build stands. At all times Moyne Live Limited's full Terms of Business will apply and this extract is for the client's convenience. A copy of the full Terms can be obtained by calling our offices.*

GET IN TOUCH



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