

# Moyne Express Order Form

## How To Use This Interactive Order Form

1. Type Your Stand Details Below

Company Name	
Stand Number	

2. Choose Sections of Interest From Our Services Menu Below.

Click On Links In Gold To Go Direct To Section

3. Use Home  Icon Top Of Each Page, To Return To Main Menu Below & Quick Links, Top Of Each Page, To Navigate To Each Section

4. Select Your Order Items By Typing In To The Form. **This is an editable PDF You Do Not Need To Print This Form. Simply Complete, Save & Email.**

5. Input Item Total In Total Column & Input Total Order On [Payment Page](#)

6.  Top Of Each Page, Navigates To [Contact & Payment Page](#)

7. Produce [Stand Layout Plan](#) OR Submit Own Drawing

8. **Save This PDF & Email SAVED Copy To [info@moyne.co.uk](mailto:info@moyne.co.uk)**

## Show Information

Open Date: **Thursday 13<sup>th</sup> October**  
Venue: **ExCeL London**  
Hall Location: **Capital Suite**

Shell Scheme Access:  
**Wednesday 12<sup>th</sup> October 14.00**

## Contact Us

Moyne Show Services Management Team

Moyne Show Services Manager

Sara Binns E: [sara@moyne.co.uk](mailto:sara@moyne.co.uk)

Moyne Accounts & Customer Services Manager

Della Scimia E: [info@moyne.co.uk](mailto:info@moyne.co.uk)

Moyne: T : +44 (0) 208 997 8596

## Moyne Express Order Form : Exhibition Stand Ordering Made Easy

### Customise Your Stand Space

Click on Gold Links & Section Headings To Navigate To Products In This Section

#### Shell Scheme Stand Bookings

- Shell Scheme Bookings Include: Stand Walls & Standard Nameboard Fascia
- **ALL Shell Scheme Exhibitors Must Complete The Nameboard Section**
- Use [Quick Customisation](#) To Order Only Basics : [Power](#), [Lighting](#) & [Furniture Package](#)
- Use [Electrical Order Page](#) for Power Sockets in varying power sizes

#### Shell Scheme Quick Product Links

Nameboard:[Print Notification](#) Nameboard:[Fascia Overlay Upgrade](#) Furniture Packages  
Furniture:[Chairs](#) Furniture:[Tables](#) Furniture:[Lockable Counters](#) Graphics:[Wall Panels](#)  
Graphics:[Wall Tension Fabric](#) Graphics:[Lockable Counter Fronts](#) TV Panels & TV Raised Floors

#### Light Box Walls

Provide A Cost effective, eye catching solution as the graphics backdrop for the interior of shell scheme stands

[Light Box Walls](#) are available in a variety of lengths to a height of 2.4m

#### Payment Page

Provide invoice details and select payment method via the [Contact & Payment Page](#)

### Stand Services

Click on Gold Links & Section Headings To Navigate To Products In This Section

#### Electrics Power & Lighting

- Stand layouts should be planned taking into consideration that electrical cables are not permitted to run across stand floor space. Order [Power Sockets & Light Fittings](#)
- Electrical Orders must identify the required socket & light fitting positions via the Stand Positioning Diagram See [Example Stand Positioning Diagram](#)

#### Graphics

Choose from [Foamex Wall Graphics Panels](#), [Tension Fabric Seamless Wall Graphics](#), [Free Standing Display Graphics](#) & [Counter Front Graphics](#).

#### Counters

Need to demonstrate or display product? See our range of [Display and Demonstration Counters](#) [Demo Desks](#) [Computer Plinths](#) and [Reception Desks](#)

#### Furniture

Choose a [Furniture Package](#), or furnish your stand from the selection of our most popular [Stools](#), [Chairs](#), [Tables](#), [Cupboards & Counters](#), [Sofas](#) & [Accessories](#)

#### Standfittings

Shell Scheme [Standfittings](#) enable the stand space to be used to its full potential.

Add [Flat & Sloping Shelves](#), [TV Panels](#) & [TV's](#),

#### Floors & Floorcoverings

Change shell scheme stand to [Cord Carpet](#)  
Upgrade your stand floor with an [18mm Raised Floor](#)

Go To [Floor Packages](#):

[18mm Floor With Carpet](#) [18mm Floor With Woodplank Vinyl](#) [18mm Floor With Vinyl](#)



## Shell Scheme : Quick Customisation

- Use the selection of stand products below to quickly add basic functionality to your stand.
- Alternatively go 'free style' and design your stand from the products detailed throughout this Order Form
- To navigate quickly to all Shell Scheme Products use [Quick Product Links](#) on header above
- To return to this page use [Quick Customisation](#) on Header Quick Links top of each page

### How To Order

1. Tick your selection, add the required **Quantity** and input the **Total Cost**.
2. Calculate Total Order Cost. When your order is complete proceed to [Check Out Page](#) \* **Remember to give us your Nameboard Print Order**
3. Submit Order Form & Stand Electrical Positioning Diagram. [See Example Diagram](#) [Go To Blank Plan For Exhibitors Use](#)

Stand Product	Stand Product Specifications	Tick	Quantity	Cost	Total
<b>Included With Your Shell Scheme Stand Booking</b>					
Walls	<ul style="list-style-type: none"> <li>• Shell Scheme Panel Walls To A Height of 2.5m To Enclosed Sides</li> <li>• Shell Scheme Specifications <a href="#">CLICK HERE</a></li> </ul>	✓	N/A	N/A	N/A
Carpet	<ul style="list-style-type: none"> <li>• Venue Carpet Included</li> <li>• Colour Change Carpet (Chargeable) <a href="#">CLICK HERE</a></li> </ul>	✓	N/A	N/A	N/A
Nameboard Fascia	<ul style="list-style-type: none"> <li>• Standard Printed Nameboard(s)</li> <li>• <b>Name To Be Printed Required</b> <a href="#">CLICK HERE</a></li> </ul>	✓	N/A	N/A	N/A



### Add Most Popular Electrical Items

All Electrical Products, Terms of Sale & Product Specifications [CLICK HERE](#) Example Electrical Positioning Diagram [CLICK HERE](#)

<b>Shell Scheme Electrical Package</b> 500w (2amp) Power Socket & Light Track Including 3 x Spotlights	 <p>See specifications of individual items below</p> <p>Insert Cost Applicable to Order Opposite            Early Booking Rate: <b>£279.00</b>            Standard Rate: <b>After 23/09/22 £335.00</b></p>				
<b>500w Power Socket (2amps)</b>	 <ul style="list-style-type: none"> <li>• UK standard 3 pin socket</li> <li>• Suitable for 1 x LCD TV &amp; 2 x Phone Chargers</li> </ul> <p>Insert Cost Applicable to Order Opposite            Early Booking Rate: <b>£155.00</b>            Standard Rate: <b>After 23/09/22 £186.00</b></p>				
<b>Light Track Including 3 x Spotlights</b>	 <ul style="list-style-type: none"> <li>• Standard positioning - behind Nameboard Fascia</li> </ul> <p>Insert Cost Applicable to Order Opposite            Early Booking Rate <b>£155.00</b>            Standard Rate After <b>23/09/22 £186.00</b></p>				



### Add Most Popular Furniture Packages

All Furniture Packages [CLICK HERE](#) All Furniture Products [CLICK HERE](#)

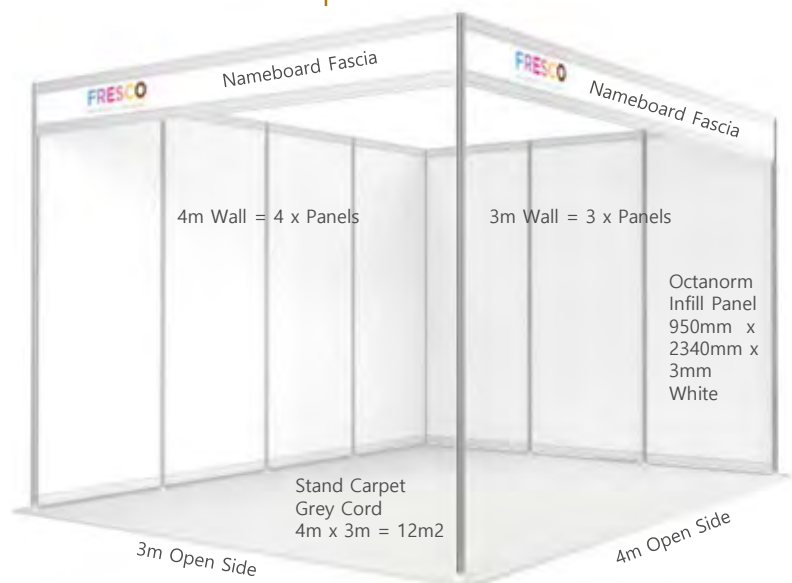
<b>Furniture Package A</b> Deadline: <b>7<sup>th</sup> October 2022</b>	<ul style="list-style-type: none"> <li>• 1 x White Low Round Table</li> <li>• 3 x Fiji Chairs</li> </ul> <p>Chairs available in:            Red, Yellow, White, Blue, Black  <b>Specify Chair Colour:</b></p> 			£222.00	
<b>Furniture Package B</b> Deadline: <b>7<sup>th</sup> October 2022</b>	<ul style="list-style-type: none"> <li>• 1 x White High Round Table</li> <li>• 3 x Zeta Bar Stools</li> </ul> <p>Stool Seat Pads available in:            Red, Yellow, White, Blue, Black  <b>Specify Stool Colour:</b></p> 			£196.00	



## Shell Scheme : Nameboard Options Compulsory For Shell Scheme Exhibitors

✓	Nameboard Options	Product Information	Quantity	Unit Cost	Total
	<p><b>Standard Nameboard</b></p> <p>DEADLINE: 5<sup>th</sup> October 2022</p> <p><b>Nameboard Print Request Must Be Provided Opposite</b></p> <ul style="list-style-type: none"> <li>Included in Shell Scheme Stand Booking</li> <li>In the absence of confirmation of print by the exhibitor by the deadline shown, the print name will be taken from the Organisers list.</li> <li>Post deadline Nameboard print is charged at £27.00 + VAT per nameboard</li> </ul>	<p>White Vinyl Lettering on Purple Boards</p>  <p>Type Below The Name To Be Printed On Your Nameboard(s)</p> <ul style="list-style-type: none"> <li>Max 34 characters including spaces</li> <li>No Logos or Symbols</li> <li><b>UPPER &amp; LOWER CASE</b></li> </ul>	N/A	N/A	N/A
	<p><b>Nameboard Fascia Overlay Upgrade</b></p> <p>DEADLINE: 5<sup>th</sup> October 2022</p>  <p><b>Size Guide</b>          Provide artwork to the meterage of each stand open side          3m open side = artwork 300mm x 3000mm          4m open side = artwork 300mm x 4000mm          5m open side = artwork 300mm x 5000mm</p>	<p><b>Fascia Overlay Specifications</b></p> <ul style="list-style-type: none"> <li>Allows for full colour print &amp; design including logo's</li> <li>300mm deep boards cover white shell scheme fascia metalwork</li> <li>Width produced to meterage of the stand Open Sides.</li> <li>Same artwork applicable for each Open Side.</li> </ul> <p><b>Cost Calculation</b></p> <ul style="list-style-type: none"> <li>4m Open Side = 4 x £59.00</li> <li>2 open sides of 3m &amp; 4m = 7 x £59.00</li> <li>Includes installation &amp; removal</li> </ul> <p><b>Artwork</b></p> <p>Provide artwork files to the sizes provided on the Size Guide as high resolution PDF.          Send artwork file(s) including stand number via email to <a href="mailto:info@moyne.co.uk">info@moyne.co.uk</a>          Please do not provide password protected links</p>		£59.00 per linear metre	

## Shell Scheme Specifications



**Example Stand:** Fascia Support Pole

- Dimensions: 4m x 3m = 12m<sup>2</sup>
- Configuration: Corner Stand (2 Open Sides)
- Number of Panels: 7 panels. A 4m x 3m stand with one open side = 10 x panels

**Octanorm Shell Scheme System Specifications:**

**System Type::**

- Octanorm with white metalwork

**Panel Size:**

- For artwork purposes the visible size between the poles = 0.95m (950mm) wide x 2.34m (2340mm) high
- Walls of .5m in width will have a ½ metre panel of 455mm x 2340mm
- Panels are 3mm thick. This will not support fixings. TV Panels will be required

**Pole Profile:**

- Raised forward of panels by 20mm.
- The wall across its width is not flat

**Overall Height of Shell Scheme:**

- Floor to Top Beam = 2.5m (2500mm)

**Fascia Height:**

- Height underside of fascia to floor 2.115m<sup>2</sup>

**Ceiling / Cross Beams:**

- To maximise on interior height for Pop Up Displays Moyne do not install an overhead ceiling grid.
- Cross beam supports maybe installed at height to stand wall corners.

**Fixing to Panels:**





- Graphics / Displays Via Velcro or Low Tak Tape only



## Shell Scheme : Tension Fabric Stand Wall Graphics

Moynes provide a wide range of high quality stand wall and counter graphics. The most popular items ordered by exhibitors are detailed in this section. For bespoke print items please contact us.

Simply select the item you require by ticking the box left and inserting the Quantity and Total Order Cost

✓	Product	Product Information	Quantity Metres	Unit Cost	Total
	<p><b>Tension Fabric Seamless Stand Wall Graphics</b>            Shell Scheme Only  <b>DEADLINE: 3rd October 2022</b></p>    	<p><b>Cost</b></p> <p>This item is charged per linear metre.            A 3m wall would require 3 x £220.00.            Two walls of 3m &amp; 2m = 5m would order 5 x £220.00</p> <p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>• High quality printed fabric</li> <li>• Seamless finish. installed in front of the shell scheme poles to a height of 2.4m (2400mm)</li> <li>• Tension created via poles in fabric sleeves top and bottom and hooks to shell system.</li> <li>• Stand fittings e.g. shelves cannot be installed over the tension fabric</li> <li>• TV panel can be installed behind the fabric. Installation of the TV bracket will be made through the fabric to the TV panel to the rear.</li> </ul> <p><b>Artwork</b></p> <ul style="list-style-type: none"> <li>• Artwork should be provided to the width and height of the wall(s)               <ul style="list-style-type: none"> <li>2m wall = 1940mm x 2400mm</li> <li>3m wall = 2930mm x 2400mm</li> <li>4m wall = 3920mm x 2400mm</li> <li>5m wall = 4910mm x 2400mm</li> <li>6m wall = 5900mm x 2400mm</li> </ul> </li> <li>• Exhibitors own to keep if desired. *To reuse the fabric must be stored hung or rolled around a tube (NOT FOLDED)</li> <li>• Supply artwork to the sizes specified for each wall as high resolution pdf. <b>Allow 50mm bleed. No logos / copy within 125mm of edges</b></li> <li>• Email artwork to: <a href="mailto:info@moyne.co.uk">info@moyne.co.uk</a>                Avoid password access on links please</li> </ul> <p>* Proofs are not provided. Print is produced direct from PDF's supplied. If there is an issue with the print quality or format you will be contacted for revised artwork</p> <p><b>Installation &amp; Removal</b></p> <ul style="list-style-type: none"> <li>• Tension Fabric will be installed after the shell scheme has been built and when it is safe to install without risk of damage.</li> <li>• This process may be continuing as exhibitors are allowed access to the hall for the stand preparation period.</li> <li>• Fabric poles and hooks are exhibitors to keep. Tension fabric left on stand walls will be removed and disposed of by Moyne.</li> </ul>		£220.00	






## Shell Scheme : Foamex Infill Wall Graphics Panels

✓	Product	Product Information	Quantity: No of Panels	Unit Cost	Total
	<p>Foamex Infill Wall Graphics Panels            Shell Scheme Only  <b>DEADLINE: 3rd October 2022</b></p>    	<p><b>Price List For 1m Wide Panels</b></p> <p>Per panel costs are based on the quantity ordered:</p> <p><b>1 x Panel £190.00</b></p> <p><b>2 x Panels @ £180.00 each panel</b></p> <p><b>3 x Panels @ £175.00 each panel</b></p> <p><b>4 + Panels @ £170.00 each panel</b></p> <ul style="list-style-type: none"> <li>• 3 x panels are charged at £175.00 per panel.</li> <li>• 6 x panels are charged at £170.00 per panel.</li> <li>• Insert: Number of Panels Unit Cost (based on how many panels ordered) &amp; Total Cost</li> </ul> <p><b>Price List For 1/2m Wide Panels</b></p> <p>* Only applicable on stands which have walls of e.g. 2.5m, 3.5m, 4.5m etc. This option is for the 0.5m panel.</p> <p><b>Each 0.5m panel is charged at £95.00</b></p> <p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>• 3mm rigid Foamex Panels printed in full colour</li> <li>• Each panel is installed between the shell scheme poles which have a higher profile than the panels. The poles are visible between each graphics panel.</li> <li>• For best results avoid running text across panels.</li> <li>• TV Panels with foamex graphics overlay will require artwork for that panel of 950mm wide x 2340mm high</li> <li>• Panels are installed prior to exhibitors arrival.</li> <li>• Positioning must be provided for panel installation <a href="#">See Example Layout Plan</a> or provide a graphics design visual</li> <li>• Exhibitors wishing to keep panels should make arrangements for their removal at the close of the show prior to stands being dismantled</li> </ul> <p><b>Artwork</b></p> <p><b>Artwork Size Per 1m Panel: 970mm wide x 2350mm high.</b></p> <ul style="list-style-type: none"> <li>• <b>Stand walls of 0.5m i.e. a 3.5m width wall will have one half metre panel @ 475mm x 2350mm. Please specify via your design where on the wall you require the 0.5m panel inserting</b></li> <li>• Artwork for each panel should be supplied as separate high resolution PDF file. Allow for 3mm bleed</li> <li>• Email artwork to: <a href="mailto:info@moyne.co.uk">info@moyne.co.uk</a></li> <li>• If supplying via link please avoid password protection</li> <li>• Proofs are not provided. Print is produced direct from PDF's supplied. If there is an issue with the print quality or format you will be contacted to provide revised artwork</li> </ul>			







## Graphics: Freestanding

✓	Product	Product Information	Quantity(s)	Unit Cost(s) of Item Required	Total
	<p><b>Light Box Single Panel Freestanding</b>            Shell Scheme &amp; Space Only  <b>DEADLINE: 3<sup>rd</sup> October 2022</b></p> 	<p><b>Unit Price List</b>  <b>Single Sided Panel £275.00</b>  <b>Double Sided £325.00</b></p> <p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>• High quality fabric print stretched over Light Box frame</li> <li>• Internally lit with LED lights</li> <li>• Freestanding via legs front &amp; rear</li> <li>• Dimensions: Height 2m (2000mm) Width 0.6m (600mm)</li> <li>• Requires power via 1 x 500w Socket - must be ordered separately via <b>Electrical Stand Orders</b></li> </ul> <p><b>Artwork</b></p> <ul style="list-style-type: none"> <li>• Artwork size: 620mm x 2015mm. Keep logo's text 75mm from edges</li> </ul> <p>Email artwork to: <a href="mailto:info@moyne.co.uk">info@moyne.co.uk</a>            If supplying via link please avoid password protection</p>			
	<p><b>Tombstones</b>            Shell Scheme &amp; Space Only  <b>DEADLINE: 3<sup>rd</sup> October 2022</b></p> 	<p><b>Unit Price List</b>  <b>Wide 2.2m High x 1.0m Wide £199.00</b>  <b>Slim 2.2m High x 0.6m Wide £175.00</b></p> <p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>• Rigid Board Double-sided print</li> <li>• Freestanding Base (Hire Item) <b>Artwork</b></li> <li>• Wide Artwork size: 2200mm x 1000mm</li> <li>• Slim Artwork size: 2200mm x 600mm</li> </ul> <p>Email artwork to: <a href="mailto:info@moyne.co.uk">info@moyne.co.uk</a>            If supplying via link please avoid password protection</p>			
	<p><b>Toblerone</b>            Shell Scheme &amp; Space Only  <b>DEADLINE: 3<sup>rd</sup> October 2022</b></p> 	<ul style="list-style-type: none"> <li>• Dimensions 0.75m Wide x 2.2m High x 0.6m Deep</li> <li>• Freestanding column</li> <li>• High quality rigid board print</li> </ul> <p><b>Artwork</b></p> <ul style="list-style-type: none"> <li>• Artwork size: 3 sides each at 750mm x 2200mm Supplied as high resolution PDF file</li> <li>• Preference for positioning of item on stand space should be supplied with the artwork</li> </ul> <p>Email artwork to: <a href="mailto:info@moyne.co.uk">info@moyne.co.uk</a>            If supplying via link please avoid password protection</p>		£565.00	




## Shell Scheme : Standfittings

Need Advice? E: [info@moyme.co.uk](mailto:info@moyme.co.uk) T: +44 (0) 208 997 8596

✓	Product	Product Information	Quantity	Unit Cost	Total
	<b>Flat Display Shelf</b> <b>DEADLINE: 5<sup>th</sup> October 2022</b> 	<ul style="list-style-type: none"> <li>White Melamine Flat Shelf</li> <li>Shell Scheme compatible</li> <li>967mm wide x 300mm deep</li> <li>Installed pole to pole</li> <li>Height and Installation position required via the <a href="#">Stand Positioning Diagram</a></li> <li>See <a href="#">Example Positioning Diagram</a></li> </ul>		£45.00	
	<b>Sloping Literature Shelf</b> <b>DEADLINE: 5<sup>th</sup> October 2022</b> 	<ul style="list-style-type: none"> <li>White Melamine Sloping Shelf</li> <li>Shell Scheme compatible</li> <li>300mm deep x 967mm wide x 14mm lip</li> <li>Installed pole to pole</li> <li>Height and installation position required via the <a href="#">Stand Positioning Diagram</a></li> <li>See <a href="#">Example Positioning Diagram</a></li> </ul>		£45.00	
	<b>TV Panel</b> <b>DEADLINE: 3<sup>rd</sup> October 2022</b> <b>Required To Install A TV Or Heavy Items To Shell Scheme Walls</b>  	<p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>950mm wide x 2340mm high x 12mm deep</li> <li>Where no graphics are ordered to cover the panel it will be overlaid with white foamex</li> <li>Installed between shell scheme poles (replaces standard Foamex wall panel)</li> <li>Suitable for fixing brackets, bespoke display items via screws / nails</li> </ul> <p><b>TV Panel &amp; Graphics Overlay</b></p> <ul style="list-style-type: none"> <li>Tension Fabric Graphics option overlays TV panel (recommended)</li> <li>Foamex Graphics panel install to TV Panel will require artwork of 950mm x 2340mm</li> </ul> <p><b>TV Panel &amp; TV Installation</b></p> <ul style="list-style-type: none"> <li>Tension Fabric – an incision made in the fabric allows the TV cable to be dropped behind the fabric to the plug socket at floor level.</li> <li>Foamex Graphics Panel - Socket installation to the top of the panel allows the cable to run upwards. It is not possible to feed the cable and plug behind the TV panel with the Foamex Panel option</li> <li>Positioning of TV Panel and power socket position must be provided on <a href="#">Stand Positioning Diagram</a></li> </ul>		£95.00	
	<b>50" TV</b> <b>DEADLINE: 3<sup>rd</sup> October 2022</b> Width Of TV Covers Panel And Poles Either Side Of Panel * Moyme do not provide an installation service for exhibitor's own TV's.	<ul style="list-style-type: none"> <li>HDMI and USB compatible</li> <li>Includes installation and removal (hire item)</li> <li>Includes damage waiver</li> <li>Artwork design should account for the width and height of the TV. Allow 1200mm wide x 715mm high</li> <li>Exhibitors must supply media connectors</li> </ul>		£780.00	
	<b>46" TV</b> <b>DEADLINE: 3<sup>rd</sup> October 2022</b> Width of TV Covers Panel Width. Suitable For End Of 1m Wide Storeroom Or Single Return Side Panel * Moyme do not provide an installation service for exhibitor's own TV's	<ul style="list-style-type: none"> <li>HDMI and USB compatible</li> <li>Includes installation and removal (hire item)</li> <li>Includes damage waiver</li> <li>Artwork design should account for the width and height of the TV. Allow 1060mm wide x 625mm high</li> <li>Exhibitors must supply media connectors</li> </ul>		£605.00	



## Customise Your Stand Space : Light Box Walls

Product	Product Specifications & Pricing	Length of Each Light Box Ordered e.g.2.8m	Unit Cost of Size(s) Required	Total
<p><b>Light Box Walls</b>  <b>DEADLINE: 3<sup>rd</sup> October 2022</b></p>    	<p><b>Unit Price List</b></p> <p>1.8m x 2.4m £499.00 + vat          2.8m x 2.4m £695.00 + vat          3.8m x 2.4m £895.00 + vat          4.8m x 2.4m £1295.00 + vat          5.8m x 2.4m £1475.00 + vat</p> <p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>• High quality fabric print stretched over Free Standing Light Box frame</li> <li>• Suitable for forming stand walls or for use within existing wall structures</li> <li>• Internally lit with LED lights</li> <li>• Freestanding via legs front &amp; rear</li> <li>• Height 2.4m (2400mm)</li> <li>• Available in lengths of:            1.8m (1800mm) Suitable for 2m Wall            2.8m (2800mm) Suitable for 3m Wall            3.8m (3800mm) Suitable for 4m Wall            4.8m (4800mm) Suitable for 5m Wall            5.8m (5800mm) Suitable for 6m Wall</li> <li>• Requires power via 1 x 500w Socket - must be ordered separately via <a href="#">Electrical Stand Orders</a></li> <li>• A stand of 3m x 3m requiring Light Boxes to 2 x 3m walls would order 2 x Light Boxes @ 2.8m</li> <li>• A stand requiring a Light Box to a 4m back wall would order 1 x Light Box @ 3.8m</li> <li>• Light Boxes are provided as Single Side (front) print. Double Side (front &amp; rear) print price available on request</li> <li>• For best effect we advise the nameboard fascia is removed. Fascia removal must be requested prior to the show installation date.            E: <a href="mailto:info@moyne.co.uk">info@moyne.co.uk</a></li> </ul> <p><b>Artwork</b></p> <ul style="list-style-type: none"> <li>• Artwork for each Light Box should be supplied as separate high resolution PDF file to the length ordered and height of 2400mm.</li> <li>• Allow 3mm bleed</li> </ul> <p>Email artwork to: <a href="mailto:info@moyne.co.uk">info@moyne.co.uk</a></p> <ul style="list-style-type: none"> <li>• If supplying via link avoid password protection</li> <li>• Proofs are not provided. Print is direct from PDF's supplied. If there is an issue with the print quality or format you will be contacted to provide revised artwork.</li> </ul>			





## Stand Services : Electrical Services

1. View Example Positioning Diagram [CLICK HERE](#)
2. Read Terms of Provision of Electrical Services [CLICK HERE](#)
3. Select Required Fittings From The Items Provided Below
4. Total Order & Provide Invoice Details On [Payment Page](#)

### Early Rate Deadline: 5pm Friday 23<sup>rd</sup> September 2022

- To Qualify For The Early Rate Moyne Must Be In Receipt Of This Order Form And 100% Remittance.
- Post Deadline Unpaid Pro Forma Invoices Will Be Required To Re-order At The Higher Standard Rate.

### Pre Show Deadline: 5pm Friday 7<sup>th</sup> October 2022

- Post Deadline All New Orders Must Be Placed At The Moyne Service Desk In The Exhibition Hall.
- Site Orders Are Subject To A 20% Surcharge On The Standard Rates Shown Below.
- Post Deadline Unpaid Standard Rate Orders Will Be Required To Re-order Onsite At The Site Surcharge Rate.

## Electrical Information










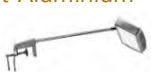
### Electrical Positioning Diagram

- Stand Positioning Diagrams must be provided with all electrical orders.
- Charges apply for moving power sockets, light fittings and mains power supplies onsite.

### Contact Us




+ 44 (0) 208 997 8596

[info@moyne.co.uk](mailto:info@moyne.co.uk)

✓	Product	Product Specifications Exhibitors Are Responsible For Calculating Appliance Power Requirements	Quantity	Unit Price & Early Rate Deadline	Total
	500w Socket (2amps) 	<ul style="list-style-type: none"> <li>• UK standard 3 pin socket</li> <li>• Suitable for 1 x LCD TV 2 x Laptops &amp; 2 x Phone Chargers</li> </ul>		Early Rate £155.00 After 23/09/22 £186.00	
	1000w Socket (4amps) 	<ul style="list-style-type: none"> <li>• UK standard 3 pin socket</li> <li>• Suitable for 2 x LCD TVs 2 x Laptops or small domestic coffee machine</li> </ul>		Early Rate £255.00 After 23/09/22 £306.00	
	2000w Socket (8amps) 	<ul style="list-style-type: none"> <li>• UK standard 3 pin socket</li> <li>• Suitable for catering appliances, small coffee machines</li> </ul>		Early Rate £365.00 After 23/09/22 £438.00	
	3000w Socket (13amps) 	<ul style="list-style-type: none"> <li>• UK standard 3 pin socket</li> <li>• Suitable for catering appliances, kettles, coffee machines</li> <li>• Suitable for water heaters</li> </ul>		Early Rate £488.00 After 23/09/22 £585.00	
	1000w Socket 24 HOUR POWER (4amps) 	<ul style="list-style-type: none"> <li>• UK standard 3 pin socket</li> <li>• Power provided day and night until time exhibition closes</li> <li>• Suitable for small fridges</li> </ul>		Early Rate £306.00 After 23/09/22 £367.00	
	Shell Scheme Electrical Package 500w Socket & Light Track Inc 3 x Spotlights 	<ul style="list-style-type: none"> <li>• UK standard 3 pin socket</li> <li>• Power provided day and night until time exhibition closes</li> <li>• Suitable for medium fridges</li> </ul>		Early Rate £279.00 After 23/09/22 £335.00	
	Light Track Inc 3 x LED Spotlights 	<ul style="list-style-type: none"> <li>• Shell Scheme stands only</li> <li>• Recommended 3 x Spotlights per 12m2</li> <li>• Standard positioning behind Nameboard Fascia</li> </ul>		Early Rate £155.00 After 23/09/22 £186.00	
	1 x LED Spotlight 	<ul style="list-style-type: none"> <li>• Shell Scheme stands only</li> <li>• Standard positioning behind Nameboard Fascia</li> </ul>		Early Rate £70.00 After 23/09/22 £84.00	
	Long Arm LED Spotlight White 	<ul style="list-style-type: none"> <li>• Shell Scheme stands only</li> <li>• Fixed to top of panel wall. Light shines down</li> </ul>		Early Rate £85.00 After 23/09/22 £102.00	
	Long Arm LED Spotlight Aluminium 	<ul style="list-style-type: none"> <li>• Shell Scheme stands only</li> <li>• Fixed to top of panel wall. Light shines down</li> </ul>		Early Rate £90.00 After 23/09/22 £108.00	



## Stand Services : Counters & Counter Graphics

✓	Product	Product Specifications	Quantity	Unit Cost	Total
	<p><b>Lockable Counter &amp; Front Graphics Panel : Package</b> DEADLINE: 3<sup>rd</sup> October 2022</p> 	<ul style="list-style-type: none"> <li>Lockable Counters available in <b>Black / Beech / White</b></li> <li>Includes delivery and collection</li> <li>Dimensions 800mm wide x 1100mm high x 470mm deep</li> <li>Suitable for use as reception counter with graphics panel applied to non door side (rear)</li> <li>All items must be removed from cupboards at the end of the show</li> </ul> <p><b>Specify Required Counter Colour:</b></p> <ul style="list-style-type: none"> <li>Front Graphics panel artwork size 800mm wide x 1100mm high</li> <li>3mm Foamex Overlay applied with Velcro</li> <li>Price includes installation and removal</li> </ul>		£175.00	
	<p><b>Lockable Counter Side Panel Graphics</b> DEADLINE: 3<sup>rd</sup> October 2022</p> 	<ul style="list-style-type: none"> <li>Artwork size 473mm wide x 1100mm high. Allow 3mm bleed</li> <li>3mm Foamex Overlay applied with Velcro</li> <li>Price includes installation and removal</li> <li>Price per side panel</li> <li>Must be purchased as an addition to the counter and front graphics panel package above</li> </ul>		£45.00 per side panel	
<p><b>Bespoke Display and Reception Counters &amp; Counter Graphics</b> Available in Lengths of 1m 2m &amp; 3m to a Depth of 0.5m painted Matt White with a choice of gloss Formica tops. Bespoke Counters are a one off sale item. Exhibitors wishing to keep bespoke counters must make arrangements for removal at the end of the show. Bespoke counters and joinery items available on request.</p>					
1m high x 1m wide x 0.5m deep	<p><b>Bespoke Counter 1m Wide x 1m High x 0.5m Deep</b> DEADLINE: 3<sup>rd</sup> October 2022</p> 	<ul style="list-style-type: none"> <li>Dimensions: 1m (1000mm) high x 1m (1000mm) wide x 0.5m (500mm) deep.</li> <li>Gloss Formica Counter Top in choice of <b>White / Red / Black</b></li> </ul> <p><b>Specify Counter Top Colour:</b></p> <p><b>Tick Preferred Design Option:</b></p> <p style="padding-left: 40px;">Rear Lockable Doors</p> <p style="padding-left: 40px;">Open Back with 1 x Shelf</p>		£485.00	
	<p><b>Bespoke Counter 1m Wide Front Graphic Panel</b> DEADLINE: 3<sup>rd</sup> October 2022</p>	<ul style="list-style-type: none"> <li>Artwork Size: 1000mm high x 1000mm wide</li> <li>3mm Foamex Panel applied with Velcro( exhibitors to keep)</li> </ul>		£130.00	
	<p><b>Bespoke Counter 1m Wide x 0.5m Deep Side Graphic Panel</b> DEADLINE: 3<sup>rd</sup> October 2022</p>	<ul style="list-style-type: none"> <li>Artwork Size: 1000mm high x 500mm wide</li> <li>3mm Foamex Panel applied with Velcro</li> <li>Price per side panel</li> </ul>		£85.00	



## Stand Services : Furniture Packages & Furniture DEADLINE: 7<sup>th</sup> October 2022

For ease of ordering we are pleased to offer a range of basic furniture packages

- Package items are based on the quantity of furniture, we advise, will comfortably fit on the stand size booked.
- Package recommendations do not take into account any additional stand items you may bring to the show or order via this order form.
- To avoid ordering too much furniture always produce a layout plan of your stand space. Always factor in space for people!
- Furniture Packages by stand meterage are suggested only as a guide. A stand of 18m<sup>2</sup> may only require limited furniture so would book Packages A or B.
- Packages are provided with a choice of high table & stools or low table and chairs. Stools and chairs are offered in a choice of colours. Please specify the colour required in the order section below.
- Additional furniture items to supplement your package can be ordered from our most popular furniture items provided in this order form, or from the Moyne 2021 Furniture Brochure which contains our full furniture and furnishings range. To request a copy e: [info@moyne.co.uk](mailto:info@moyne.co.uk)
- It is not compulsory to order a Furniture Package. The items shown below can be ordered individually on the following pages.

### Package Furniture Items



White Low Round Table  
Height: 740mm Diameter: 800mm



Fiji Chair



White High Table  
Height: 1100mm Diameter: 600mm



Zeta Bar Stool

#### Fiji Chair Colour Options:

Red, Yellow, White, Blue, Black

Please specify the colour required in the order section below



#### Zeta Bar Stool Seat Pad Colour Options:

Black, White, Red, Green, Yellow

Please specify the colour required in the order section below



- Package items cannot be interchanged with other furniture items detailed in this order form.
- In the event of a high level of orders Moyne reserve the right to change furniture items to comparable range / colour

✓	Furniture Packages M2 Provided As Guide Only	Specify Required Chair or Stool Pad Colour	Quantity	Unit Cost	Total
A & B Recommended For Stand Size: <b>6m<sup>2</sup> 9m<sup>2</sup> &amp; 12m<sup>2</sup></b> *On Small Stands High Tables & Stools Occupy Less Space Than Tables & Chairs					
COLOUR					
	Package A: 1 x White Low Round Table & 3 x Fiji Chairs			£222.00	
	Package B: 1 x High Round White Table & 3 x Zeta Bar Stools			£196.00	
C & D Recommended For Stand Size: <b>15m<sup>2</sup> &amp; 16m<sup>2</sup></b>					
COLOUR					
	Package C: 2 x White Low Round Tables & 6 x Fiji Chairs			£444.00	
	Package D: 2 x High White Tables & 6 x Zeta Bar Stools			£392.00	
E & F Recommended For Stand Size: <b>18m<sup>2</sup> , 20m<sup>2</sup> +</b>					
COLOUR					
	Package E: 2 x White Low Round Tables & 8 x Fiji Chairs			£548.00	
	Package F: 2 x High White Tables & 8 x Zeta Bar Stools			£468.00	



## Furniture

**DEADLINE: 7<sup>th</sup> October 2022**

### Furniture Surcharge Information

After the deadline dates shown Furniture items must be ordered onsite, on the exhibitor access day, and are subject to a 20% Surcharge. Site Orders can be made up to 4.00pm via the Moyne Service Desk, subject to availability, for delivery on the show opening morning. We advise exhibitors pre-book furniture.










✓	Product	Product Specifications	Quantity	Unit Cost	Total
	<b>Fiji Chairs</b> 	Chair Color Options: <b>Red / Yellow / White / Blue / Black</b>  Specify Required Chair Colour:		£52.00	
	<b>Zeta Bar Stools</b> 	Bar Stool Seat Pad Colour Options: <b>Black / White / Red / Green / Yellow</b>  Specify Required Stool Colour:		£38.00	
	<b>Low White Surf Table</b> 	<ul style="list-style-type: none"> <li>Table Dimensions: Height 740mm Diameter: 800mm</li> </ul>		£66.00	
	<b>High White Surf Table</b> 	<ul style="list-style-type: none"> <li>Table Dimensions: Height 1100mm Diameter: 600mm</li> </ul>		£82.00	
	<b>Zig Zag Literature Rack</b> 	<ul style="list-style-type: none"> <li>Dimensions: Height: 1700mm Width: 330mm Depth: 375mm</li> <li>Available in <b>Silver / Black / White</b></li> </ul> Specify Required Rack Colour:		£97.00	
	<b>Rectangular Glass Coffee Table</b> 	<ul style="list-style-type: none"> <li>Table Dimensions: Height: 450mm Width: 1160mm Depth: 505mm</li> </ul> Silver Frame & Glass Top In Choice Of: <b>Black Glass / White Glass / Clear Glass</b> Specify Required Glass Colour:		£67.00	



## Furniture

DEADLINE: 7<sup>th</sup> October 2022

For full range of Furniture request the Moyne 2022 Furniture Brochure E: [info@moyne.co.uk](mailto:info@moyne.co.uk)

✓	Product	Product Specifications	Quantity	Unit Cost	Total
	<b>Bow Bar Stools</b> 	Bar Stool Color Options: White / Brown / Black / Red / Orange  Specify Required Stool Colour:		£64.00	
	<b>Farno Stool with Back</b> 	Bar Stool Colour Options: Red / Blue / Black / Grey / Green / Magenta  Specify Required Stool Colour:		£61.00	
	<b>Milano Stool</b> 	Bar Stool Color Options: Black / White / Blue / Red Specify Required Stool Colour:		£49.00	
	<b>Suzy Stool</b> 	Bar Stool Colour Options: Red / Black / Blue / Grey / Pink Specify Required Stool Colour:		£47.00	
	<b>Evie Stool</b> 	Bar Stool Color Options: Mahogany Trim Black Pads / Mahogany Trim Cream Pads Specify Required Pad Colour:		£97.00	
	<b>Viper Stool</b> 	Bar Stool Colour Options: Black / White / Red  Specify Required Stool Colour:		£40.00	



## Furniture

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✓	Product	Product Specifications	Quantity	Unit Cost	Total
	<b>High Round Glass Table</b> 	Table Dimensions: Height 1100mm Diameter: 700mm		£114.00	
	<b>High Round Colour Table</b> 	Table Dimensions: Height 1100mm Diameter: 700mm Red / Blue / Black  Specify Required Top Colour:		£114.00	
	<b>Surf High Table White Base</b> 	Table Dimensions: Height 1100mm Diameter: 600mm Black / Beech / White  Specify Required Top Colour:		£82.00	
	<b>Surf Square Low Colour Table</b> 	Table Dimensions: Height 740mm Diameter: 800mm Black / Beech / White  Specify Required Top Colour:		£66.00	
	<b>Round Low Glass Table</b> 	Table Dimensions: Height 750mm Diameter: 700mm		£99.00	
	<b>Round Coloured Low Table</b> 	Table Dimensions: Height 740mm Diameter: 700mm Red / Blue / Black  Specify Required Top Colour:		£99.00	



## Furniture

DEADLINE: 7<sup>th</sup> October 2022

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✓	Product	Product Specifications	Quantity	Unit Cost	Total
	Jam Chair 	Chair Rim Color Options: White Lime Green / White Black / White Orange / White Red / White  Specify Chair Colour:		£60.00	
	Swivel Bow Chair 	Chair Color Options: White / Red / Black  Specify Chair Colour:		£60.00	
	Star Chair 	Chair Color Options: Transparent Blue / White  Specify Chair Colour:		£76.00	
	Evie Chair 	Chair Color Options: Mahogany Trim Black Pads / Mahogany Trim Cream Pads Specify Chair Pad Colour:		£82.00	
	Suzy Chair 	Chair Color Options: Red / Blue / Black / Grey / Magenta  Specify Chair Colour:		£40.00	
	Folding Chair 	Chair Color Options: Black / Blue / Grey  Specify Chair Colour:		£18.00	



## Furniture

DEADLINE: 7<sup>th</sup> October 2022

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✓	Product	Product Specifications	Quantity	Unit Cost	Total
	<b>Corrinne Bar Table</b> 	<ul style="list-style-type: none"> <li>Table Dimensions Height: 1075mm Width: 800mm Depth: 800mm</li> <li>Excludes Stools. Order Corrinne Bar Stools Below</li> </ul>		£114.00	
	<b>Corrinne High Table</b> 	<ul style="list-style-type: none"> <li>Table Dimensions: Height 1075mm Width 2000mm Depth: 800mm</li> <li>Excludes Stools. To Match Order Corrinne Bar Stools Below</li> </ul>		£227.00	
	<b>Corrinne High Charging Table</b> 	<ul style="list-style-type: none"> <li>Table Dimensions: Height 1075mm Width 2000mm Depth: 800mm</li> <li>4 x USB Charging Point Built in</li> <li>4 x Socket Points Built In</li> <li>For laptop, phone charging only</li> <li>Requires 500w Socket - must be ordered separately</li> </ul> <p>Go To Electrical Products</p>		£331.00	
	<b>Corrinne Bar Stool</b> 	<ul style="list-style-type: none"> <li>Silver Frame</li> <li>White Seat Pad</li> </ul>		£76.00	
	<b>Lockable Cupboard</b>  <p>To Order Cupboard + Graphics Panel Package  <a href="#">CLICK HERE</a></p>	<ul style="list-style-type: none"> <li>Lockable Counter available in <b>Black / Beech / White</b></li> <li>Includes delivery and collection</li> <li>Dimensions 800mm wide x 1100mm high x 470mm deep</li> <li>Suitable for use as reception counter with graphics panel applied to non door side (rear)</li> </ul> <p>Specify Required Counter Colour:</p>		£89.00	
	<b>Carrier Bag Stand</b> 	<ul style="list-style-type: none"> <li>Silver Frame</li> <li>Dimensions: Height 990mm Width 510mm</li> </ul>		£34.00	





## Furniture

DEADLINE: 7<sup>th</sup> October 2022

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✓	Product	Product Specifications	Quantity	Unit Cost	Total
	<b>Racking</b> 	<ul style="list-style-type: none"> <li>Dimensions: Height: 1620mm Width: 910mm Depth: 360mm</li> </ul>		£128.00	
	<b>Waste Bin</b> 	<ul style="list-style-type: none"> <li>Black</li> </ul>		£10.00	
	<b>Demo Desk</b> 	<ul style="list-style-type: none"> <li>Desk Dimensions: Height: 910mm Depth: 600mm Width: 900mm</li> <li>Suitable for table standing monitors of up to 32"</li> <li>Cable management to top and rear</li> </ul> <p>Available in:</p> <ul style="list-style-type: none"> <li>Red / White / Purple / Blue / Silver</li> </ul> <p>Specify Required Desk Colour:</p>		£114.00	
	<b>Corrinne Bar Unit</b> 	<ul style="list-style-type: none"> <li>Bar Dimensions: Height: 1160mm Depth: 600mm Width: 1200mm</li> <li>White</li> <li>Front Panel Size: Height: 1055mm Width: 1205mm</li> </ul>		£302.00	
	<b>Corrinne Bar Unit Front Graphics Panel</b> (as shown above) DEADLINE: 21 <sup>st</sup> September 2022	<ul style="list-style-type: none"> <li>Foamex Print Front Panel Installed With Velcro</li> <li>Artwork Size: 1055mm High x 1205mm Wide</li> </ul>		£125.00	
	<b>Levante Bar Table</b> 	<ul style="list-style-type: none"> <li>Dimensions: Height: 1100mm Depth: 600mm Width: 1700mm</li> <li>White</li> </ul>		£247.00	
	<b>Under Counter Fridge</b> 	<ul style="list-style-type: none"> <li>Dimensions: Height: 850mm Depth: 570mm Width: 550mm</li> <li>Matches with Corinne Bar Unit</li> <li>70 watts power required – power not included. To order power socket</li> </ul> <p>Go To Electrical Products</p>		£106.00	



## Furniture

DEADLINE: 7<sup>th</sup> October 2022

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✓	Product	Product Specifications	Quantity	Unit Cost	Total
	<b>Computer Plinth</b> 	<ul style="list-style-type: none"> <li>Dimensions: Height: 1000mm Width: 640mm Depth: 770mm</li> <li>Suitable for table standing monitors of up to 32"</li> <li>Cable management to top and rear</li> <li>Lockable Cupboard</li> </ul> Available in <ul style="list-style-type: none"> <li>Black / Beech / White</li> </ul> Specify Required Plinth Colour:		£101.00	
	<b>Reception Desk</b> 	<ul style="list-style-type: none"> <li>Desk Dimensions: Height: 1090mm Depth: 600mm Width: 1000mm</li> <li>White</li> </ul> Available in <ul style="list-style-type: none"> <li>White / Beech / Grey</li> </ul> Specify Required Desk Colour:		£136.00	
	<b>Reception Desk Graphics Panel</b> DEADLINE: 21 <sup>st</sup> September 2022	<ul style="list-style-type: none"> <li>Foamex Print Front Panel Installed To Front With Velcro</li> <li>Artwork Size: 1090mm High x 1000mm Wide</li> </ul>		£121.00	
	<b>Padded Reception Desk</b> 	<ul style="list-style-type: none"> <li>Desk Dimensions: Height: 1090mm Depth: 600mm Width: 1000mm</li> <li>White</li> </ul> Available in <ul style="list-style-type: none"> <li>White / Black / Red / Lime Green</li> </ul>  Specify Required Desk Colour:		£205.00	
	<b>Posts</b> 	<ul style="list-style-type: none"> <li>Dimensions: Height: 1000mm</li> <li>Colour: Aluminum</li> </ul>		£31.00	
	<b>Ropes</b> 	<ul style="list-style-type: none"> <li>Dimensions: Width: 1000mm</li> </ul> Available in <ul style="list-style-type: none"> <li>Red / Black / Blue</li> </ul> Specify Required Rope Colour:		£23.00	



## Furniture

DEADLINE: 7<sup>th</sup> October 2022

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✓	Product	Product Specifications	Quantity	Unit Cost	Total
	Trestle Table : F18 & F19 	Two Size Options Available: <b>F18:</b> 1220mm w x 750mm h x 610mm d <b>F19:</b> 1820mm w x 750mm h x 610mm d <b>Specify Below F18 OR F19:</b>  <b>Insert Cost in Unit Cost Opposite</b> F18 = £25.00 F19 = £34.00			
	Qube Two Seater Sofa 	<ul style="list-style-type: none"> <li>Dimensions: Height: 630mm Width: 1450mm Depth: 760mm</li> <li><b>Black / Grey</b></li> </ul>  <b>Specify Required Sofa Colour:</b>		£381.00	
	Barca Style Sofa 	<ul style="list-style-type: none"> <li>Dimensions Height 630mm Width: 1450mm Depth: 760mm</li> <li><b>White / Black / Red</b></li> </ul> <b>Specify Required Sofa Colour</b>		£333.00	
	Barca Style Chair 	<ul style="list-style-type: none"> <li>Dimensions: Height: 800mm Depth: 770mm Width: 730mm</li> <li><b>Black / White / Brown / Red</b></li> </ul>  <b>Specify Required Chair Colour</b>		£167.00	
	JoJo Two Seater Fabric Sofa 	<ul style="list-style-type: none"> <li>Dimensions: Height: 820mm Depth: 720mm Width: 1240mm</li> <li><b>Grey / Teal / Cinnamon / Red / Blue</b></li> </ul>  <b>Specify Required Sofa Colour</b>		£150.00	
	JoJo Fabric Chair 	<ul style="list-style-type: none"> <li>Dimensions Height: 800mm Width: 720mm Depth: 730mm</li> <li><b>Black / Grey / Cinnamon / Teal / Red / Yellow / Blue</b></li> </ul>  <b>Specify Required Chair Colour:</b>		£91.00	



## Stand Services : Floors & Floorcoverings

### Cord Carpet

**DEADLINE: 3<sup>rd</sup> October 2022**

- Shell Scheme stands are inclusive of grey cord carpet. To change the cord carpet colour use the order section below.
- Designer Stands are inclusive of carpet from the colour selections shown opposite. The required carpet colour should be specified in the Designer Stand order section.
- Space Only stands are uncarpeted. Space Only stands must provide a floorcovering.

#### Important Floorcovering Information:

- Carpets are secured to the venue floor using approved NEC tape. The installation and removal of this tape is included in the cost.
- Carpets are removed and recycled at the end of the show. Should exhibitors wish to keep carpet it must be removed from the stand space prior to our carpet fitters commencing carpet removal.
- Cord Carpet is laid direct to the venue floor.
- Moyne cannot accept any liability for damage to carpet once laid. We advise a Protective Poly Cover is ordered.
- Cord Carpet represents the most cost effective floorcovering option.

To upgrade to Velour Carpet and to receive the Velour Carpet colour chart E: [info@moyne.co.uk](mailto:info@moyne.co.uk)

### Cord Carpet Colour Chart

Our range of cord carpet colours are provided below.

If a carpet swatch(s) is required please send a stamped addressed envelope specifying the colour(s) of interest to:

Moyne  
 Unit 27 Silicon Business Centre  
 28 Wadsworth Road  
 Perivale  
 UB6 7JZ

\*Subject To Availability



✓	Product	Product Specifications	Quantity	M2 Cost	Total
	<b>Cord Carpet</b> <b>DEADLINE: 3<sup>rd</sup> October 2022</b>	<ul style="list-style-type: none"> <li>• Price per m2.</li> <li>• 9m2 Stand Carpet = 9 x £15.00</li> <li>• Includes installation &amp; removal</li> </ul> <p><b>Specify Required Carpet Colour:</b></p>		£15.00	
	<b>Carpet Protective Poly Cover</b> <b>DEADLINE: 3<sup>rd</sup> October 2022</b>	<ul style="list-style-type: none"> <li>• Price per m2.</li> <li>• 9m2 Poly Cover = 9 x £1.85</li> <li>• Protects carpet from marking and tears during the build up period</li> </ul>		£1.85	

### Looking For Something Different?

Contact Us For Information On Our Range Of Floor Products Including:



- Artificial Grass
- Velour Carpet
- Carpet Underlay
- Smooth Vinyl
- Safety Vinyl
- Wood Laminate
- Bespoke Designed Raised Floors
- Sloped Aluminium Edging
- Carpet Logo's & Carpet Designs
- Vinyl Floor Stickers

e: [info@moyne.co.uk](mailto:info@moyne.co.uk) t: +44 (0) 208 997 8596





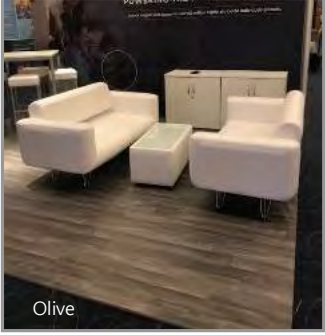
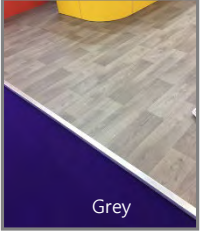
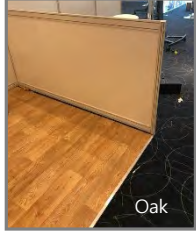


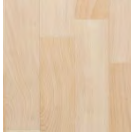

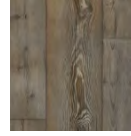


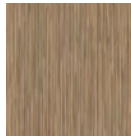
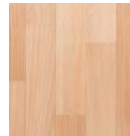
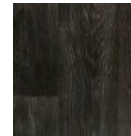


## Stand Services : Floors & Floorcoverings

Package Reference	18mm Floor & Carpet Floorcovering Specifications																																																																																																																															
<p><b>Floor Package A</b>            18mm Raised Floor, Cord Carpet, Aluminium Edging &amp; Poly Cover</p> <p><b>DEADLINE: 3rd October 2022</b></p>   <p>For M2 prices not provided in the options below email stand m2 and dimensions to <a href="mailto:info@moayne.co.uk">info@moayne.co.uk</a></p>	<p>Floor Package A is inclusive of:</p> <ul style="list-style-type: none"> <li>• 18mm Floor MDF</li> <li>• Cord Carpet Floorcovering From Colour Options Below</li> <li>• Aluminium Edging To Open Sides To Secure Carpet To Raised Floor</li> <li>• Protective Poly Cover To Avoid Damage To Carpet During Build Period</li> </ul> <p>Electrical Cables Cannot Run Under 18mm Floors. For Floors Which Accommodate Under Floor Cable Distribution <b>Go To 40mm Floor Option</b></p> <table border="0"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pearl</td> <td>Black</td> <td>Pervinca</td> <td>Menthe</td> <td>Baby Pink</td> <td>Process Blue</td> <td>Teal</td> <td>Cream</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Silver</td> <td>Violet</td> <td>Lime</td> <td>Steel</td> <td>Pink</td> <td>Electric Blue</td> <td>Smaragd</td> <td>Honey Beige</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Yellow</td> <td>Purple</td> <td>Light Green</td> <td>Slate</td> <td>Fuchsia</td> <td>Azur</td> <td>Apple</td> <td>Coffee</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sunrise</td> <td>Baby Blue</td> <td>Mint</td> <td>Dark Grey</td> <td>Red</td> <td>Midnight Blue</td> <td>Olive Green</td> <td>Stone</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tango</td> <td>Ocean Blue</td> <td>Blue Lagoon</td> <td>Anthracite</td> <td>Rubin Red</td> <td>Light Blue</td> <td>Dark Green</td> <td>Cognac</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ruby</td> <td>Dark Blue</td> <td>Abisso</td> <td>Mokka</td> <td>Burgundy</td> <td>Navy</td> <td>Havanna</td> <td></td> <td></td> <td></td> </tr> </table>																		Pearl	Black	Pervinca	Menthe	Baby Pink	Process Blue	Teal	Cream													Silver	Violet	Lime	Steel	Pink	Electric Blue	Smaragd	Honey Beige													Yellow	Purple	Light Green	Slate	Fuchsia	Azur	Apple	Coffee													Sunrise	Baby Blue	Mint	Dark Grey	Red	Midnight Blue	Olive Green	Stone													Tango	Ocean Blue	Blue Lagoon	Anthracite	Rubin Red	Light Blue	Dark Green	Cognac													Ruby	Dark Blue	Abisso	Mokka	Burgundy	Navy	Havanna			
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Select Required M2	Carpet Colour		Total Cost	Total
6m2 Floor Package A	Specify Carpet Colour:		£297.00	
9m2 Floor Package A	Specify Carpet Colour:		£373.00	
12m2 Floor Package A	Specify Carpet Colour:		£536.00	
15m2 Floor Package A	Specify Carpet Colour:		£649.00	
16m2 Floor Package A	Specify Carpet Colour:		£687.00	
18m2 Floor Package A	Specify Carpet Colour:		£763.00	
20m2 Floor Package A	Specify Carpet Colour:		£842.00	
21m2 Floor Package A	Specify Carpet Colour:		£876.00	
24m2 Floor Package A	Specify Carpet Colour:		£989.00	
25m2 Floor Package A	Specify Carpet Colour:		£1125.00	
27m2 Floor Package A	Specify Carpet Colour:		£1093.00	
28m2 Floor Package A	Specify Carpet Colour:		£1227.00	
30m2 Floor Package A	Specify Carpet Colour:		£1307.00	
35m2 Floor Package A	Specify Carpet Colour:		£1488.00	
36m2 Floor Package A	Specify Carpet Colour:		£1534.00	
40m2 Floor Package A	Specify Carpet Colour:		£1669.00	
42m2 Floor Package A	Specify Carpet Colour:		£1748.00	
45m2 Floor Package A	Specify Carpet Colour:		£1838.00	



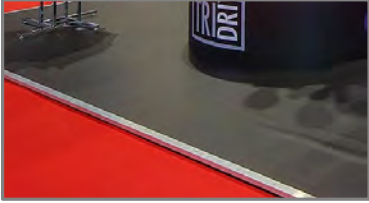

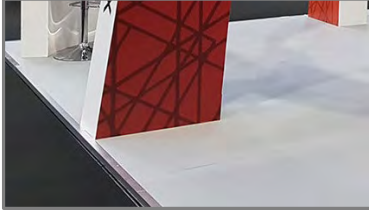
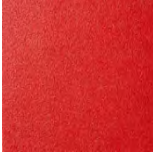
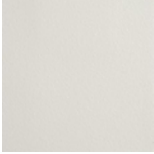
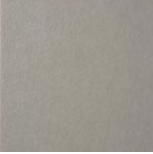
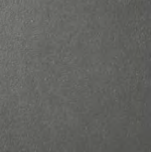

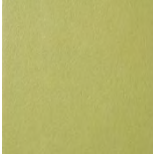

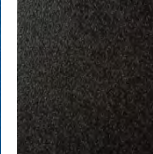
## Stand Services : Floors & Floorcoverings

Package Reference	18mm Floor & Woodplank Vinyl Floorcovering Specifications		
<p><b>Floor Package B</b>            18mm Raised Floor, Woodplank Vinyl &amp; Aluminium Edging</p> <p><b>DEADLINE: 3rd October 2022</b></p>  <p>Olive</p>  <p>Grey</p>  <p>Oak</p> <p>For M2 prices not provided in the options below email stand m2 / and dimensions to <a href="mailto:info@moyne.co.uk">info@moyne.co.uk</a></p>	<p>Floor Package B is inclusive of:</p> <ul style="list-style-type: none"> <li>• 18mm Floor MDF</li> <li>• Woodplank Vinyl Floorcovering From Colour Options Below</li> <li>• Aluminium Edging To Open Sides To Secure Vinyl To Raised Floor</li> </ul> <p>Electrical Cables Cannot Run Under 18mm Floors.            For Floors Which Accommodate Under Floor Cable Distribution Go To 40mm Floor Option</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center;"> Cream</div> <div style="text-align: center;"> Grey</div> <div style="text-align: center;"> Maple</div> <div style="text-align: center;"> Oak</div> <div style="text-align: center;"> Olive</div> <div style="text-align: center;"> Summer Oak</div> <div style="text-align: center;"> White</div> <div style="text-align: center;"> Bamboo</div> <div style="text-align: center;"> Beech</div> <div style="text-align: center;"> Black</div> <div style="text-align: center;"> Cherry</div> <div style="text-align: center;"> Chocolate</div> </div> <p style="text-align: right; font-size: small;">*Subject To Availability</p>		

Select Required M2	Vinyl Colour	Total Cost	Total
6m2 Floor Package B	Specify Vinyl Colour:	£316.00	
9m2 Floor Package B	Specify Vinyl Colour:	£457.00	
12m2 Floor Package B	Specify Vinyl Colour:	£585.00	
15m2 Floor Package B	Specify Vinyl Colour:	£714.00	
16m2 Floor Package B	Specify Vinyl Colour:	£813.00	
18m2 Floor Package B	Specify Vinyl Colour:	£843.00	
20m2 Floor Package B	Specify Vinyl Colour:	£932.00	
21m2 Floor Package B	Specify Vinyl Colour:	£971.00	
24m2 Floor Package B	Specify Vinyl Colour:	£1099.00	
25m2 Floor Package B	Specify Vinyl Colour:	£1150.00	
27m2 Floor Package B	Specify Vinyl Colour:	£1228.00	
28m2 Floor Package B	Specify Vinyl Colour:	£1267.00	
30m2 Floor Package B	Specify Vinyl Colour:	£1357.00	
35m2 Floor Package B	Specify Vinyl Colour:	£1551.00	
36m2 Floor Package B	Specify Vinyl Colour:	£1613.00	
40m2 Floor Package B	Specify Vinyl Colour:	£1745.00	
42m2 Floor Package B	Specify Vinyl Colour:	£1858.00	
45m2 Floor Package B	Specify Vinyl Colour:	£1963.00	




## Stand Services : Floors & Floorcoverings

Package Reference	18mm Floor & Vinyl Floorcovering Specifications		
<p><b>Floor Package C</b>            18mm Raised Floor, Non-Slip Vinyl &amp; Aluminium Edging</p> <p><b>DEADLINE: 3<sup>rd</sup> October 2022</b></p>   	<p>Floor Package C is inclusive of:</p> <ul style="list-style-type: none"> <li>• 18mm Floor MDF</li> <li>• Non Slip Vinyl Floorcovering From Colour Options Below</li> <li>• Aluminium Edging Secures Vinyl To Floor. To Open Sides</li> </ul> <p>Electrical Cables Cannot Run Under 18mm Floors.            For Floors Which Accommodate Under Floor Cable Distribution <a href="#">Go To 40mm Floor Option</a></p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  Red         </div> <div style="text-align: center;">  White         </div> <div style="text-align: center;">  Light Grey         </div> <div style="text-align: center;">  Dark Grey         </div> <div style="text-align: center;">  Purple         </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;">  Lime         </div> <div style="text-align: center;">  Indigo         </div> <div style="text-align: center;">  Black         </div> </div> <p style="text-align: right; font-size: small;">*Subject To Availability</p> <p>For M2 prices not provided in the options below email stand m2 / and dimensions to <a href="mailto:info@moynes.co.uk">info@moynes.co.uk</a></p>		

Select Required M2	Vinyl Colour	Total Cost	Total
6m2 Floor Package C	Specify Vinyl Colour:	£316.00	
9m2 Floor Package C	Specify Vinyl Colour:	£457.00	
12m2 Floor Package C	Specify Vinyl Colour:	£585.00	
15m2 Floor Package C	Specify Vinyl Colour:	£714.00	
16m2 Floor Package C	Specify Vinyl Colour:	£813.00	
18m2 Floor Package C	Specify Vinyl Colour:	£843.00	
20m2 Floor Package C	Specify Vinyl Colour:	£932.00	
21m2 Floor Package C	Specify Vinyl Colour:	£971.00	
24m2 Floor Package C	Specify Vinyl Colour:	£1099.00	
25m2 Floor Package C	Specify Vinyl Colour:	£1150.00	
27m2 Floor Package C	Specify Vinyl Colour:	£1228.00	
28m2 Floor Package C	Specify Vinyl Colour:	£1267.00	
30m2 Floor Package C	Specify Vinyl Colour:	£1357.00	
35m2 Floor Package C	Specify Vinyl Colour:	£1551.00	
36m2 Floor Package C	Specify Vinyl Colour:	£1613.00	
40m2 Floor Package C	Specify Vinyl Colour:	£1745.00	
42m2 Floor Package C	Specify Vinyl Colour:	£1858.00	
45m2 Floor Package C	Specify Vinyl Colour:	£1963.00	



<b>Company Name</b>	
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Your Order Confirmation & Payment Details	Total £
<p><b>1. From The Selections Made Please Calculate The Total Price Of Your Order</b></p> <ul style="list-style-type: none"> <li>Upon receipt your order will be verified by our Customer Service Team.</li> <li>Should we have any questions on the order placed you will be contacted, via email, prior to payment being taken. Pro Forma Invoices including our bank details will be sent to exhibitors selecting the Bank Transfer payment option</li> <li>We offer two payment methods: Card Payment &amp; Bank Transfer</li> </ul> <p>By placing an order with Moyne your purchase is subject to our Terms and Conditions of Sale.            To view Terms Of Sale <a href="#">CLICK HERE</a></p>	
<p><b>2. Add UK VAT @ 20% To Your Order</b></p> <p><b>EU registered companies (non UK) please provide EU Tax (TIN) Number</b></p> <p><b>Companies registered outside the UK / EU</b> are required to pay UK VAT on Trade Fair Products and Services. For further information on UK VAT rules and applying for an overseas exhibitor UK VAT refund please visit the UK Government websites below.  <a href="#">UK Government VAT Refunds For Non UK Businesses</a> <a href="#">Non UK Business VAT Refund Application</a></p>	
<p><b>Before Closing This Order Form Remember To Save As.. Into Your Files.</b>            Return Your Saved Copy To <a href="mailto:info@moyne.co.uk">info@moyne.co.uk</a></p>	<p><b>3. Calculate Order Total</b></p>

Invoice Company Name	
Stand Number	
Postcode	
Invoice Address	
Invoice Address	
Country	
Contact Name	
Contact Email	

✓	Payment Type	Card Number	
	Visa Debit	Expiry Month	
	Visa Credit	Expiry Year	
	Mastercard	3 Digit Security Code (CSC)	
	Amex		
	Bank Transfer <ul style="list-style-type: none"> <li>Exhibitors Are Responsible For ALL Bank Charges.</li> </ul>		

**Card Details can be provided by calling Moyne T: +44 (0)208 997 8596**  
**Please submit this Order Form for processing 24 hours in advance of calling with card details. We are unable to schedule calls to collect card details. Please avoid sending forms / card details in password protected encrypted emails.**  
 Data Protection: We do not store or print your order payment details. Upon generation of the VAT invoice all order forms are deleted from our system.

**What Happens Next?**

**Card Payment**

Your order will be processed and an itemised VAT invoice issued. The itemised VAT invoice is your confirmation that your order has been successfully placed and payment has been successfully completed using the card details provided.

**Bank Transfer**

Your order will be processed and an itemised Pro Forma invoice, containing our bank details issued. Once payment has been received a VAT invoice will be issued. The VAT invoice is your confirmation that your order has been successfully placed and payment has been received. Please ensure bank transfers are made prior to any deadlines.

**Payment Information**

- 100% remittance is required with all orders
- Payment must be received, for items where an Early Booking Rate is specified (Electrical Services) by 5pm on the date the Early Booking Rate expires. Should payment not be received by the deadline the order will be cancelled and reissued at the higher Standard Rate.
- Exhibitors who require Moyne to register as a Supplier or raise internal Pro Forma requests should leave a minimum of 3 working days for this process to be completed prior to any deadlines.
- Deadlines for order confirmation and payment are issued to ensure sufficient time to fulfil the order. Should 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





## Electrical & Standfitting Example Positioning Diagram

### Positioning Diagram Guidance

- Using the example diagram and notes provided below, on the following page provide a positioning diagram of your stand space
- Your layout plan should be completed (hand drawn is fine) scanned or photographed and returned to us together with your Order Form.
- Positioning of furniture items is not required. Furniture is delivered to the stand but not set out. We advise that your diagram is used to ensure your planning allows for furniture within the stand space. Remember to factor in people space!
- Heavy items such as Bespoke Counters, due to weight, will be positioned on your behalf so please provide required positioning. If at any time you require assistance moving our hired items onsite please go to the Moyne Service Desk.
- Take into consideration that power cables are not permitted to run across stand floor space. Appliances requiring power are best positioned against stand walls.
- 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

### Important Installation Information

- Electrical supplies, graphics and standfitting items are installed **prior to your arrival at the show**. It is therefore essential that the correct positioning is provided. Charges apply for moving items onsite.
- To avoid damage to products i.e. graphics and standfittings items, it may not be possible to reinstall items if incorrect or no positioning has been provided.

Scale of Charges For Repositioning Items Onsite: (Payable in advance via the Moyne Service Desk)

- Electrical Sockets & Light Fittings: £27.00 + VAT per item reinstalled
- Standfitting Items i.e. shelves, hanging rails, store rooms: £30.00 + VAT per item reinstalled

Electrical Orders	Reference	Standfitting Orders	Reference
Socket	✗	Graphics Panel / Fabric Wall / Lightbox / Other	G1 G2 G3 G4 G5 etc
Light Track inc 3 x spotlights	—○—○—○—	Store Room	Draw Position
Spotlight	○	Store Room Door	Door
Fluorescent Fitting	△	Shelf Flat, Sloping & Hanging Rail	—
Mains Power Supply	M	Counter	□

Item Positioning Key

### Example Stand Layout Plan

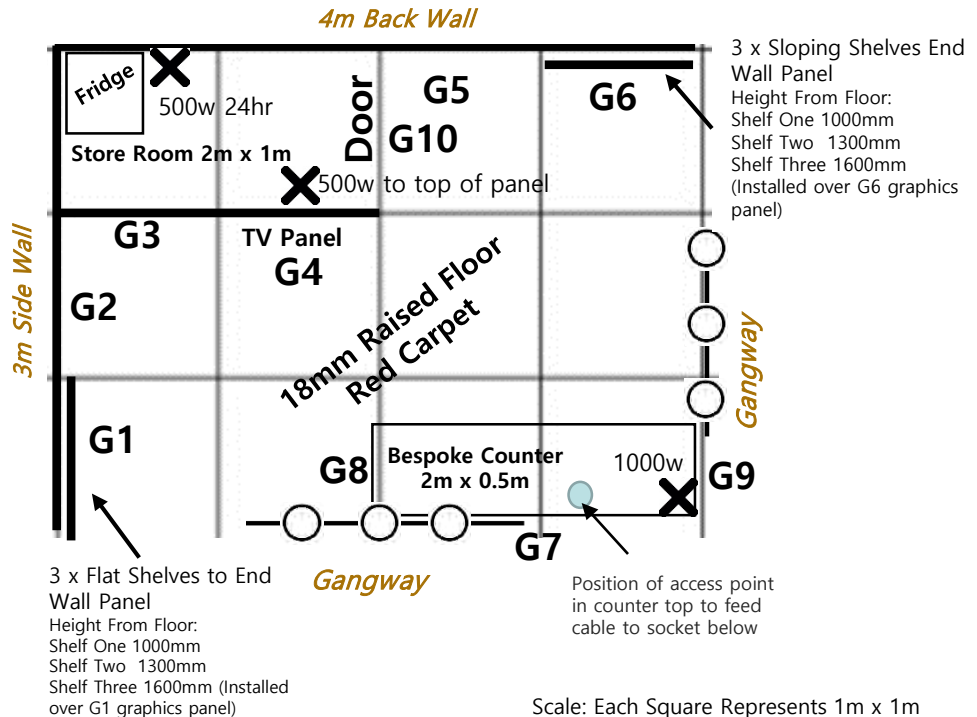
Example Stand Configuration: 4m x 3m Stand = 12m<sup>2</sup> With 2 Open Sides With 2m x 1m Store Room

#### Example Stand Orders

- G1 – G6 = 6 x Foamex Graphics Panels
- G7 – Counter Front Graphic
- G8 & G9 – Counter Side Graphics
- G10 Storeroom Door Graphics Package
- Bespoke Counter 2m x 0,5m
- Store Room 2m Wide x 1m Deep – With Door to the End
- 3 x 1m Sloping Shelves
- 2 x Light Tracks inc 3 x Spotlights
- 1 x 500w 24hr Socket (Fridge)
- 1 x 500w Socket (TV) at height
- 1 x 1000w Socket – installed to front fascia support pole. Access hole cut to counter side to plug in under counter extension lead
- 3 x Flat Display Shelves
- 1 x TV Panel for TV
- 1 x 46" TV
- 18mm Raised Floor Red Cord Carpet

#### Further Guidance

- To avoid confusion please avoid noting anything on your plan that has not been ordered via Moyne
- Provide notes where necessary. More information is better than too little information!





Quick Links: [Counters](#) [Power & Lighting](#) [Floors & Floorcoverings](#)  
[Furniture](#) [Furniture Packages](#) [Light Box Walls](#) [Nameboards](#)  
[Quick Customisation](#) [TV Panels & TV's](#) [Stand Wall Graphics](#)

Exhibition	LEARNING TECHNOLOGIES AUTUMN FORUM 2022
Company Name	
Stand Number	

### Electrical & Standfitting Positioning Diagram

Your layout plan should be completed electronically  
 OR printed off and hand drawn  
 THEN either scanned or photographed  
 RETURN to [info@moynes.co.uk](mailto:info@moynes.co.uk) together with your Moyne Express Order Form.

**Important: Information**

- Electrical supplies, graphics and standfitting items are installed prior to your arrival at the show. It is therefore essential that the correct positioning is provided.
- Charges apply for moving items onsite. To avoid damage to products i.e. graphics, it may not be possible to reinstall items.

Scale of Charges (Payable in advance via the Moyne Service Desk)

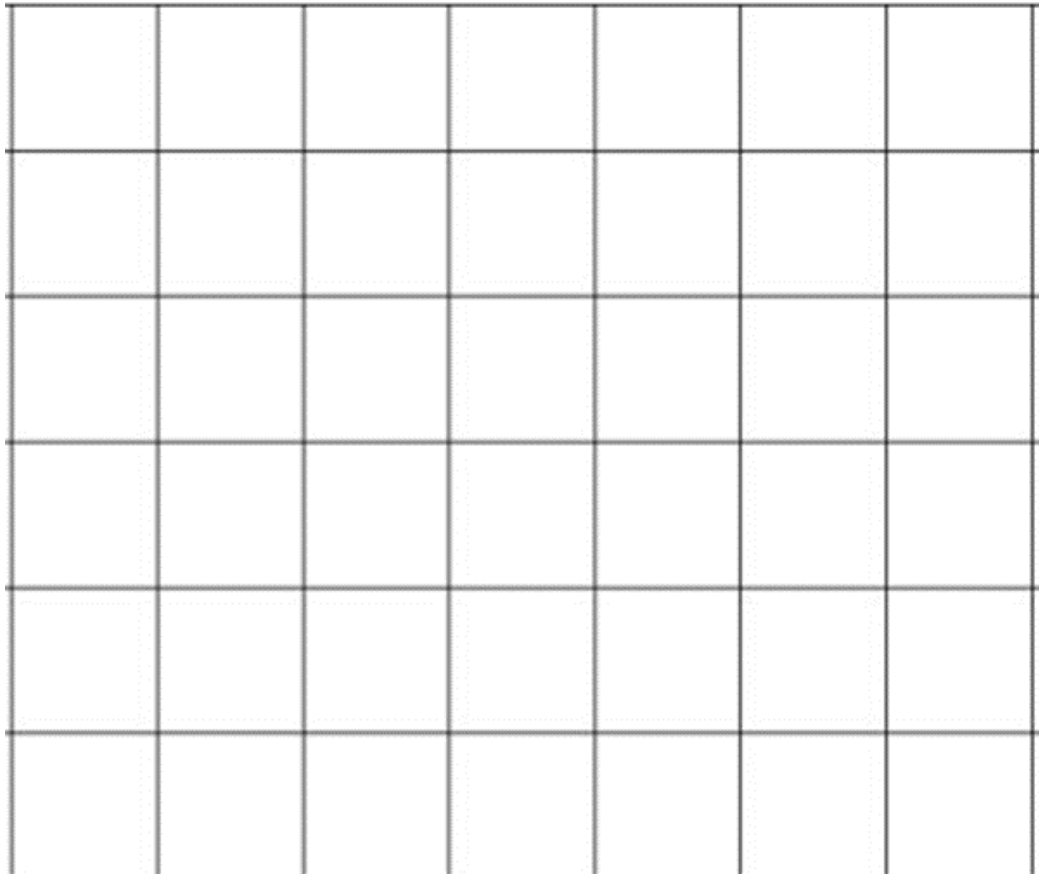
Electrical Sockets & Light Fittings: £27.00 + VAT per item reinstalled

Standfitting Items i.e. shelves, hanging rails, store rooms: £30.00 + VAT per item reinstalled

**Key**

Electrical Orders	Reference
Socket	✕
Light Track inc 3 x Spotlights	○—○—○
Spotlight	○
Fluorescent Fitting	△
Mains Power Supply	M

Standfitting Orders	Reference
Graphics Panel / Fabric Wall / Lightbox / Other	G1 G2 G3 G4 G5 ...
Store Room	Draw Position
Store Room Door	Door
Shelf Flat, Sloping & Hanging Rail	—
Bespoke Counter	□



Scale: Each Square Represents 1m x 1m

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.

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%. \* Bespoke items separate terms

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.

*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.*

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 refund policy which is applicable to all items purchased or hired from Moyne:

#### Refund Policy

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 before show opening.**

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.

# Provision of Electrical Services Terms & Conditions

- Moyne are the appointed official electrical contractor for this exhibition
- Moyne are the sole point of contact for placing electrical orders and payment for electrical orders.
- Moyne will submit, to the event Organisers, the required Health & Safety documentation and Insurance for the event electrical installation.
- All installations are made in accordance with eGuide Regulations and IEE Wiring Regulations 17<sup>th</sup> Edition.
- The Electrical Supply is of a Temporary Nature.
- Electrical Fittings are provided on three tariffs, Early Booking, Standard & Site, with specified deadlines. These tariffs correspond with deadlines and surcharges made by the venue for the submission of our phased stand power orders. For this reason the deadlines and tariffs set out in our Order Forms are non negotiable irrespective of when an exhibitor has booked into the exhibition.
- Every effort will be made to provide uninterrupted power supply. However no liability will be accepted by Moyne for consequential loss or damage due to power failure.
- Completion of an Electrical Order Form or Organiser's order does not bind Moyne to provide a supply.
- Computer equipment or computer programmed equipment may be affected by voltage variations / fluctuations / spikes. Moyne is not liable for any damage to electronic or computer failure / damage.
- Wiring of exhibitor's electrical fittings is not included in the power supply charge. Our engineers may be able to undertake these works subject to a separate cost and pre payment. Wiring services are at the discretion of the show Electrical Foreman and no liability can be accepted by Moyne for subsequent operational issues or damage. All equipment should be brought to the event tested, with the correct connectors and in working order.
- There shall be no interference with the electrical installation once supplied. Only Moyne's electricians are authorised to manage electrical installations.
- Machinery mains are solely for industrial machines that are exhibited or displayed on individual stands. Normal power cannot be wired to any machinery supplies.
- Structural metallic parts which are accessible from within the stand, vehicle, wagon, caravan, or container shall be connected through the main protective bonding conductors to the main earth terminal within the unit. This applies to any hanging rig or structure whether out of reach or not. The minimum size conductor used is 6mm, as per the eGuide. Moyne can provide protective equipotential bonding at a charge of £55.00 + vat per item installation.
- Space Only Stand Contractors undertaking their own wiring must complete a certificate for this work. The wiring must conform to BS7671: 2008 IEE Wiring Regulation 17th Edition Part 7 Special Installations and Locations, 705,711, 717. Electrical Test and Completion Certificates must be issued prior to energizing the supply. The installation shall be confined to the Trade Stand / Space where each supply is terminated.
- Moyne will provide open hours standby for sockets & light fittings ordered via Moyne. Standby services are not provided for exhibitors own light fittings or electrical wiring undertaken by independent contractors.
- Moyne open period Standby Electricians are contactable via the show Organisers Office or via the Moyne offsite office t: +44 (0) 208 997 8596.
- During the open period, power will be switched on and off daily; this is usually half an hour before and after the exhibition opens and closes respectively, any additional time will be charged accordingly.
- 24 hour power supplies will be switched off half an hour before the start of an exhibition and off at the close of the last day of the exhibition open period.
- Moyne cannot accept responsibility for loss of 24 hour power.
- Lighting is not allowed on a 24 hour main supply.
- If exhibitors are ordering a socket so as to be able to supply their own lighting arrangement's, then in accordance with the regulations, the maximum power rating of any single lighting circuit is 1000W (1kW), so if, for example, they have 3kW of lighting on their stand, they would need to order 3 x 1kW sockets for this arrangement.
- Moyne will provide advice on power usage however it is ultimately the responsibility of the exhibitor to ensure that power usage is calculated correctly and the correct size of socket is ordered. Moyne are not liable for any power upgrades required.
- Any electrical appliance connected to a socket must have been tested by a competent person before it is plugged in and energised. The responsibility for ensuring this testing is carried out is that of the person, or persons, responsible for bringing the equipment to the exhibition hall. Moyne provide a PAT test on site at £20.00 + vat per item tested. This can be booked via the Moyne Service Desk in the exhibition hall.
- Equipment or appliances connected to power socket outlets must be safe, in good condition and designed for purpose only.
- Temporary Supplies, whether 13 amp socket outlet or main supply, will only be used for the following: 1. Charging of battery-powered tools, saws, working lights and similar. 2. Testing of single items on the floor that have not been installed or are part of an installation such as a light fitting, iron, Hoover, etc. Any item with a plug top must have a valid PAT certificate. Any temporary supply ordered will be taken out or de-energised before the event opens. To order Temporary Supplies please contact us.
- Temporary supplies MUST NOT BE USED for the following: to power installed electrical systems or part systems on a stand or rig. to power a stands own fuse board, a water boiler or kettle.
- Timings - We do not provide a specific time for power to be live on exhibitor's stands. Moyne will endeavour to have shell scheme electrical fittings installed at the time of exhibitor access, however the power supply going live to shell scheme blocks and space only stands is subject to all installations being completed in the block (shell and space) and subsequent testing and energisation of the power supply to each mains power supply by the venue.
- Charges apply for the movement of electrical sockets and light fittings that have not submitted a positioning instruction or for amended positioning. Payment should be made in advance of work commencing via the Moyne Service Desk.
- Charges apply for the movement of mains supplies and any electrical fittings that have been connected to the supply. Mains supplies will be moved only when Moyne deem that it is necessary and viable to do so. Payment must be made in advance via the Moyne Service Desk.
- Extension lead to extension lead (daisy chaining) is not permitted. Extension leads must conform to regulations of maximum 4 way with 2m cable. Reel / Drum extension leads are not permitted. Only one suitable 13 amp rated multi way socket (extension lead) with a maximum of 2 meter flexible cable shall be connected to a power socket outlet.
- Cables are not permitted to run under floorcoverings or 18mm raised floors.
- Moyne are not permitted to make electrical installations or have ladders on the show floor once the event has opened. To allow for sufficient time to install new orders on opening morning the Moyne Service Desk will close for new order payment 30 minutes prior to show opening. Should the exhibitor require the order after this time it will be installed after the show has closed (end of Day One).
- Moyne reserve the right to terminate power to any stand deemed to be unsafe.
- Failure to comply with the above conditions may, at Moyne's discretion, cause the supply of electricity to be withdrawn.

For further clarification relating to the installation of electrical services and regulations in force for this show please read the eGuide:

[https://www.aev.org.uk/\\_media/eGuide/Sectional%20Downloads/Electrical-landTeGuide-August-2019-sub-section.pdf](https://www.aev.org.uk/_media/eGuide/Sectional%20Downloads/Electrical-landTeGuide-August-2019-sub-section.pdf)