



Order Form: GES Logistics

Learning Technologies & HR Technologies London 2025

Venue: ExCeL London

Event Dates: 23/04/2025 - 24/04/2025

Order Deadline: 26-03-2025

EXHIBITOR DETAILS:	
Stand Name:	Hall Number:
Billing Company:	Stand Number:
Billing Address:	Contact Name on Stand:
	Contact Number on Stand:
	*Date Required on Stand:
Email Address:	*Time Required on Stand:
Print Name:	*Date Collect from Stand:
Telephone Number:	*Time Collect from Stand:
VAT Number:	Purchase Order Number:

*Guideline purposes only, GES will confirm timings available for unloading, delivery to stand in our order confirmation.

GES are not responsible for any goods left unattended on stands.

Please tick in the below boxes to indicate which services you require:

ONSITE & COURIER SERVICES:		
Temporary Storage Onsite	<input type="checkbox"/>	£23.50 per m3, Minimum: 2 m3
Unload to stand (up to 3 tonne forklift)	<input type="checkbox"/>	*£23.50 per m3, Minimum: 1 m3
Empty case handling	<input type="checkbox"/>	£47.50 per m3, Minimum: 3 m3
Reload from stand (up to 3 tonne forklift)	<input type="checkbox"/>	*£23.50 per m3, Minimum: 1 m3
Courier Receiving	<input type="checkbox"/>	£25.00 per box

*Normal working hours are Monday to Friday 0800 - 1800hrs, anything outside of these times will be subject to 50% increase with 100% applicable for Sundays and Bank Holidays.

PRE/POST EVENT WAREHOUSE SERVICES:		
Via Advanced Warehouse, Transfer to show site, Delivery to stand	<input type="checkbox"/>	£95.00 per cbm, Minimum: 2 m3
Collection from stand, Return to GES Warehouse after event	<input type="checkbox"/>	£95.00 per cbm, Minimum: 2 m3



TRANSPORT / CUSTOMS SERVICES - QUOTATIONS UPON REQUEST:

Is collection from the address mentioned above?	Yes / No	If No, please confirm collection address below:
Please advise collection address:		
Do you have Forklift or loading facilities at your premises?		
Collection from exhibitor premises:		
What date we can collect from your premises:		
Return delivery to exhibitor premises after event:		
What date you require delivery to your premises:		
Customs Clearance assistance		

CONSIGNMENT DETAILS:

QUANTITY	DESCRIPTION OF GOODS	LENGTH (CM)	WIDTH (CM)	HEIGHT (CM)	WEIGHT (KG)
E.g 1 Pallet	E.g Standfittings	120	100	150	165

File Processing fee of: £40.00 applicable to all orders.

By completing and submitting this form, you agree to the terms and conditions stated below:

All Business is undertaken in accordance with our conditions of trade - a copy is available on request. Minimum invoice charge: £75.00 + VAT. Above prices are our Early Bird rates, a 20% increase is applicable for orders placed outside of the deadline stated above. A further 20% increase for orders placed onsite. 25% cancellation fee is applicable to orders cancelled within 48 hours of work commencement. Payment is due in full prior to commencement of work. GES are not responsible for any goods left unattended on stands.