

## NAMEBOARD ORDER FORM

For Shell Scheme stands only

Stand No.

Deadline Date - Monday 16th February

Your Company name ONLY will be produced  
in Arial Bold CAPITAL lettering

Any other styles must be paid for and will only be  
allowed if approved by the organiser

Please print below in CAPITALS the exact wording  
you require on your nameboard.  
Maximum 3 lines—18 characters per line

N.B. Abbreviations will be used in all cases i.e.  
Limited—Ltd.

### OPTION A - Nameboard included in stand package.


Company Name:
Address:
Postcode:
Telephone:
Contact Name:
Email:

If we do not receive this form completed by the above date then your nameboard will be produced using the name taken  
from your stand booking form supplied to us by the organiser.

**Nameboards cannot be altered on site**

For your convenience nameboards can be submitted online at <http://ig.events/content/nameboard>

### Please return to:

INDEX GROUP LTD  
1 Lomax Street, Radcliffe, Manchester, M26 1PX  
Telephone: 0800 085 9885  
E-mail: [myevent@indexgroup.org](mailto:myevent@indexgroup.org)



Event &  
Exhibition  
Solutions

✓ Your trusted partner

## ADDITIONAL STANDFITTING ORDER FORM

For Shell Scheme stands only

Stand No.

Deadline Date - Monday 16th February

\* to qualify for 20% early order discount please see information below.

Item	Price	Quantity	Total
1. Extra Panels - 1000mm (graphic image optional extra - see 11) (Full height)	£74.80		
2. Extra Panels - 500mm (Full height)	£48.40		
3. 1m Wire Display Rack (not into corners of stands)	£42.35		
4. Shelves - 1000mm x 240mm	£34.10		
5. Garment Rail (1m section)	£34.10		
6. A4 Zed-Up Lite (free standing literature rack)	£80.30		
7. A4 Wallmount Leaflet Dispenser	£18.70		
8. Store Room with Lockable Door (into corner-1m x 1m)	£218.35		
9. Fold up Counter	£63.53		
10. Click Integral Counter with Sliding Doors	£88.00		
11. Full Colour Graphic Options Available (please call for details)	POA		
12. Lockable Computer Plinth with Internal Shelves & Perspex Logo	£225.50		
13. Colour Change (stock) to existing panel (Per 1m x 2.4m face—colour on app.)	£66.00		
14. *Slat Walling (Per 1m x 2.4m face)	£202.40		
*Muslin/Casement/Twill Ceiling-Black or White (Size: ___m x ___m, price per m.sq.)	POA		
*MDF clad panel (unfinished or painted options available) (Per lin.m)	POA		
<p><b>* Please note the early order discount does not apply to these items</b></p> <p><b>Deadline Date for Cladding:</b> Monday 16th February 2026</p> <p>NB: Any MDF Clad panels or Slat Walling ordered after 16th February 2026 will be subject to a 50% surcharge and finished in white paint only.</p> <p><b>No goods will be supplied unless full payment is received</b></p> <p>Please return this form to the address below with full payment by the above deadline date to receive 20% discount.</p> <p>Any items requested on site will be supplied subject to availability and will incur a 25% surcharge.</p>		<b>20% discount (if applicable)</b>	
		<b>Sub Total</b>	
		3% surcharge for credit card payments	
		1.9% surcharge for AMEX card payments	
		<b>Total</b>	
		<b>Vat 20%</b>	
		<b>Total</b>	

For your convenience all of the above can be ordered at <http://ig.events/content/standfitting-order-form>

Please return to:

INDEX GROUP LTD  
1 Lomax Street, Radcliffe, Manchester, M26 1PX  
Telephone: 0800 085 9885  
E-mail: [myevent@indexgroup.org](mailto:myevent@indexgroup.org)



Event & Exhibition Solutions  
Your trusted partner

## EXAMPLE OF A TYPICAL STAND WITH OPTIONAL EXTRAS

### Corner Site Stands

All Corner sites will be open to the gangways with fascia to the perimeters overhead.

Should you require additional walls please complete the additional stand fitting order form and return with payment.



### Dimensions

Overall Panel Size: 2400mm high x 1000 wide

Useable Panel Size: 2270mm high x 945mm wide

Upright: 55mm wide

[www.IndexGroup.org](http://www.IndexGroup.org)

Please return to:

INDEX GROUP LTD

1 Lomax Street, Radcliffe, Manchester, M26 1PX

Facsimile: 0800 085 9885

E-mail: [myevent@indexgroup.org](mailto:myevent@indexgroup.org)



Event &  
Exhibition  
Solutions

✓ Your trusted partner

### SHELL SCHEME INFO

Stand No.


### FRONT OF STAND

Please use the 1 square = 1m grid in conjunction with your exhibitor order form to indicate the extras you require.  
Please give the position and heights of shelves & wire racks etc.

#### Panels

Panels in Black, Grey, Red and Blue are covered in fire retardant material which accepts Velcro fixings. Graphics can be attached to stands directly with Velcro (maximum width between uprights is 945mm).

White panels are smooth faced, graphics can be attached directly with 'sticky tabs' or blu-tack (maximum width between uprights is 945mm).

Under no circumstances must anything be nailed, screwed or glued to the shell scheme panels or metalwork of the stand. All damage will be charged to the exhibitor at full replacement cost. Panels are attached to each other by aluminium uprights which stand 20mm proud.

Exhibitors with larger graphics should contact Index for advice.

#### Space Only Sites

Space only sites are not permitted to attach anything to the adjoining shell scheme.

Exhibitors taking space only sites backing onto, surrounded by or adjoining shell scheme stands, should not assume that panels facing their stand will be finished. We are not contracted to supply finished panels (i.e covered with material) to these sites.

Space only exhibitors booking stands between shell scheme sites must deduct 55mm from overall measurements to fit within the allotted space (e.g. a 3m x 2m space only site would in fact have a floor dimension of 2945mm x 1945mm).

**Failure to note this will mean that your stand may not fit in the allotted site.**

Index reserve the right to amend specification without notice

### Please return to:

INDEX GROUP LTD

1 Lomax Street, Radcliffe, Manchester, M26 1PX

Facsimile: 0800 085 9885

E-mail: myevent@indexgroup.org



Event &  
Exhibition  
Solutions

✓ Your trusted partner

# Payment & Credit Card Charge Authorisation

Exhibition Name:

Stand Number:

Company Name:

Address:

Country:

Postcode:

Telephone:

Contact Name:

EU VAT Number (if applicable):

Email:

PO Number:

## PAYMENT POLICY

**Payment for services —**  
**Index Group Ltd requires full payment prior to the build up of the show.**

**Method of payment—** Index Group Ltd accepts all major credit / debit cards and bank transfers. Purchase orders are not considered payment.

We require your payment authorisation to be completed and returned even if you are paying by bank transfer. You do not need to complete your card details unless you wish to pay by this method and are ordering electrics. Please tick the box below to indicate your preferred method of payment.

Bank Transfer

☐

Debit Card (surcharge)

☐

Credit Card (surcharge)

☐

American Express (surcharge)

☐

Card payment link to be sent

☐

(not available for electrical order payments)

### **Bank Transfer Payment Information:**

Bank details will be provided on your invoice for BACS payments. Please include your invoice number in your payment reference.

### **Payment link for card payments**

If you would like a payment link to be sent please confirm in the details above the email address this should be sent to.

**Cancellations/Refunds—** Please note that refunds will not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not eligible for a refund.

**I agree in placing this order that I have accepted the Terms & Conditions of the Index Group Ltd:**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## CREDIT CARD CHARGE AUTHORISATION

### **To be completed for Electrical orders only**

*A payment link for card payments will be sent for all other Index Group services*

All information must be provided. Your order will not be processed if any information is missing.

**Please note that there is a surcharge for Credit and American Express card transactions.**

Please ensure this form is returned with all orders.

Debit Card (surcharge)

☐

Credit Card (surcharge)

☐

American Express (surcharge)

☐

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_

Security Code (Last 3 digits on signature strip) \_\_\_\_\_

Start Date (if shown): \_\_\_\_/\_\_\_\_

Issue Number (if shown): \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Cardholders billing address (If different to above):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note this form will be destroyed once payment has been processed/received.**

If you have any questions relating to any of the information on this form please contact us on: 0800 085 9885

**Please return this form and completed order form to corresponding email/postal address which can be found on the bottom of the relevant order form.**



Event &  
Exhibition  
Solutions

Your trusted partner