

Show Contact

Jenni Green

01264 365 550

www.showlite.co.uk

Return form to:

j.green@showlite.co.uk

Invoice Details

Purchase Order No:	
Company Name for invoicing:	
Contact name:	
Address for invoicing:	
Post Code:	
Tel No:	
VAT Number:	
Email Address for invoice:	

Stand Details

Stand Type:	Shell Scheme <input type="checkbox"/> Space Only <input type="checkbox"/>
	Island site / Stand Alone <input type="checkbox"/>
Stand Name:	
Stand Number:	

Why is there a surcharge?

The below surcharge corresponds with venue surcharge dates to enable a smooth build. This surcharge rate is incurred from the venue / venue electrical contractors which we need to pass on to all organisers and exhibitors irrespective of when their stand space was booked.

Please supply and install the following items on hire

A 20% surcharge will apply to the below costs if form is not received before the following date: 09/08/2024			09/08/2024
Any order cancelled paid or unpaid after the surcharge date will have a maximum 50% credit (see T&Cs)			
Description	Cost	Quantity	Total Cost
Power – Socket prices are for entire show duration not per day			
24hr Single Socket Outlet 2amp (500w) used for.....	£160.57		
24hr Single Socket Outlet 5amp (1000w) used for.....	£243.32		
For one appliance only. Not suitable for multi gang leads / extension leads. As per E-Guide regulations			
24hr Single Socket Outlet 10amp (2000w) used for.....	£427.00		
For one appliance only. Not suitable for multi gang leads / extension leads. As per E-Guide regulations			
24hr Single Socket Outlet 13amp (3000w) used for.....	£599.00		
For one appliance only. Not suitable for multi gang leads / extension leads. As per E-Guide regulations			
Rubber Matting per Metre. Any stands without a platform who require sockets to be placed away from walls will need to order	£28.00		
Island Site/ Stand Alone site Power. Where the value of electrical items ordered do not cover the venue charges, additional costs are applicable. Please contact us for a quote if you are an Island Site/ Stand Alone sites	£ POA £		
Lighting			
5ft Led Light Batten	£78.62		
LED Spotlight – Track mounted	£78.62		
LED Spotlight on Arm	£81.34		
1 Metre Track section including 3 x LED Spotlights	£157.87		
LED Base Flood (Not suitable for suspended rigs)	£92.16		
Premium 30W LED longarm Flood (Perfect for stands with Graphics)	£100.00		
Test and Inspection per Stand (BS7671) MANDATORY. Please select 1 of the following 4 testing options which apply			
Shell Scheme Stand	£15.00		
Space Only Stand who order between 1 – 5 Socket Outlets	£15.00		
Space Only Stand who order between 6 – 10 Socket Outlets	£50.00		
Space Only Stand who order 11 or more Socket Outlets	£100.00		
Bonding Fee (Please select if applicable) – A suitable Bonding point must be provided			
Shell Stands – Only applies to Metal Structures erected within shell scheme	£35.00		
Space only Stands – Applies to Stands of metal construction	£35.00		
		Sub Total	
		Vat 20%	
		Total	

24 Hour Power is effective from the last evening of build on 9th September 2024 through to the 11th September 2024

Machine Mains and Direct main / Main only supplies are available by quotation.

For further electrical information please contact Jenni Green by email j.green@showlite.co.uk or phone +44 (0)1264 365550

Goods/Services will not be provided unless fully paid for in advance.

Payment Methods. Please select

Credit/Debit Card
BACS

Please contact us to pay and select Accounts when you ring
 Details will be available on your invoice

By completing this order form, you are agreeing to our Terms and Conditions. For a copy, please contact us on +44 (0)1264 365550

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 Andover,
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Multigang / Extension leads

Taken from E-Guide Regulations Page 42

- Multi-way plug in type and bayonet adapters shall not be used.
- The use of trailing/Block type 4-way fused sockets shall be restricted to the following: one 4-way lead per fixed socket outlet, subject to a maximum loading of 500 watts total and its plug shall be fused accordingly.
- A maximum flexible cord length of 2 metres from plug to trailing block unit.

Portable appliance testing

Taken from E-Guide Regulations Page 37

- It is the owner or user's responsibility to ensure that portable appliances are safe to be plugged into the electrical system.

The Use of battery power

Taken from E-guide Regulations Page 46

The use of batteries to provide mains stand power is strictly prohibited, as batteries are not currently considered to be a safe source of power. This is primarily due to the concern of being unable to identify power sources clearly within a stand and therefore to isolate power in case of a fire, as well as concerns over defects due to lack of maintenance and poor transportation and storage.

Venue switch and Mains cables

A Venue Mains cable is installed to every island stand or within a Block of stands. Showlite will order the mains on behalf of the exhibitor / stand contractor to a position based on information received at that specific time.

It is the responsibility of the exhibitor/stand contractor to incorporate the venue main switch and mains cable into their stand design. If the venue has ducting and you have a duct running through your stand there is a possibility a venue mains cable will come out of venue ducting and a main switch installed on your stand.

We do not have control over the size of the main switch.

Please contact us if further clarification is necessary.

Timings

We do not provide a specific time for Installation to be complete and power to be live on exhibitor's stands.

We will use the full build schedule to complete the installation, including test and inspect. However, if you do require completion earlier we will always try to accommodate this request however this can't always be guaranteed due to issues outside our control

Booked Power

Booked Power is only guaranteed during the show open period. If power is needed during build for whatever reason, you can order build up power as a separate supply.

Due to the nature of Residual Circuit Devices and Miniature Circuit Breakers fitted on both ours and venues installations we cannot guarantee continuity of supply.

Additional Help

Showlite Electrical Help Guide including examples of appliances and socket size required – Click [HERE](#) to download

Showlite Lighting Guide – Click [HERE](#) to download

Interactive drag and drop grid plan – Click [HERE](#) to download. Do not use web browser to edit. Download to your computer

Showlite Guide on how to incorporate a venue mains cable into a stand design - Click [HERE](#) to download

PLEASE INDICATE THE POSITION OF THE ELECTRICAL ITEMS ORDERED ON THE GRID BELOW OR SEND IN YOUR OWN PLAN

Stand Number Above:

Stand Number Below:

Front of stand

Stand Number	
Company Name	
Are you installing a raised platform?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Raised platform Height for cables to run under	mm

Unless supplied with drawing the installation will be fitted at the electrician's discretion. Any complaints or faults regarding the electrical installations must be reported in writing before the close of the exhibition.

showlite⁺

ADDITIONAL ELECTRICS INSTRUCTIONS

Speciality Fine Food Fair, 10th - 11th September 2024 Olympia



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Plan upload

Please click on the below and attach image

