

Invoice Details

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

Stand Details

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

Description	Early Bird Rate on orders received Before 27/10/2023	Standard Rate on orders received between 28/10/2023 to 16/11/2023	Surcharge Rate on orders received From 17/11/2023 and onsite	Quantity	Total Cost
Power					
Single Socket Outlet 2amp (500w) used for.....	£151.80	£182.16	£218.59		
Single Socket Outlet 5amp (1000w) used for..... For one appliance only. Not suitable for multi gang leads / extension leads. As per E-Guide regulations	£218.90	£262.68	£315.22		
Single Socket Outlet 10amp (2000w) used for..... For one appliance only. Not suitable for multi gang leads / extension leads. As per E-Guide regulations	£370.70	£444.84	£533.81		
Single Socket Outlet 13amp (3000w) used for..... For one appliance only. Not suitable for multi gang leads / extension leads. As per E-Guide regulations	£509.30	£611.16	£733.39		
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 £	£ POA £	£ POA £		
Lighting					
5ft Led Light Batten	£78.10	£93.72	£112.46		
LED Spotlight – Track mounted	£78.10	£93.72	£112.46		
LED Spotlight on Arm	£84.70	£101.64	£121.97		
1 Metre Track section including 3 x LED Spotlights	£169.40	£203.28	£243.94		
Test and Inspection per Stand (BS7671) MANDATORY. Please select 1 of the following 4 testing options which apply					
Shell Scheme Stand	£15.00	£15.00	£15.00		
Space Only Stand who order between 1 – 5 Socket Outlets	£15.00	£15.00	£15.00		
Space Only Stand who order between 6 – 10 Socket Outlets	£50.00	£50.00	£50.00		
Space Only Stand who order 11 or more Socket Outlets	£100.00	£100.00	£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	£35.00	£35.00		
Space only Stands – Applies to Stands of metal construction	£35.00	£35.00	£35.00		
				Sub Total	
				VAT 20%	
				Total	

All above price are NON 24-hour prices – If you require 24-hour power please contact us for a quotation.

24 Hour Sockets, Machine Mains and Direct main / Main only supplies are available by quotation

For further electrical information please contact **Steve Smith** by email ssmith@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

- Cheque
 Credit/Debit Card
 BACS
- Cheques can be made payable to Showlite Ltd.
 Please contact us to pay
 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

Multigang / Extension leads. Taken from E-Guide Regulations Page 43

- 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 38

- 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 47

- 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. 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

Additional Help

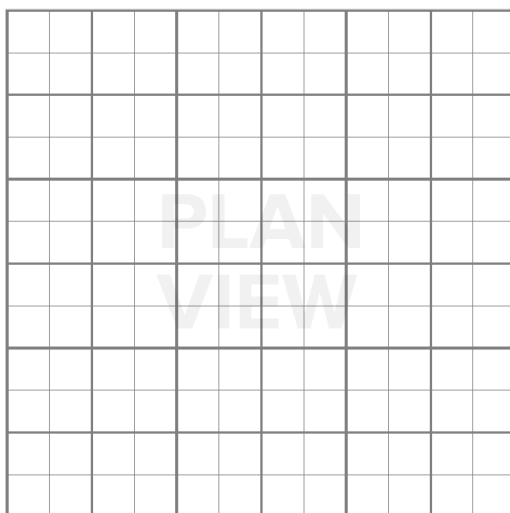
Showlite Electrical Help Guide including examples of appliances and socket size required – Click [HERE](#) to download

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

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.