

**EXHIBITION HANDLING & FREIGHT ORDER FORM**

DATE & TIME GOODS ARRIVING TO STAND

DATE & TIME GOODS COLLECTED FROM STAND

EXHIBITOR NAME

HALL & STAND NUMBER

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number and Type  of Packaging | Description of goods | Gross weight  (kg) | Dimensions (cm) | | |
| L | W | H |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | We require the following services: (tick as required) | |  | We require a no obligation quotation: | |
|  | Transport from your premises to site  Return transport from site to your premises  ***(kerbside service)*** | |  | Transportation  Transit insurance (please provide details) | |
|  | Pre-show warehouse handling \*\*  (Inc. delivery to Stand)  Post-show warehouse handling \*\*  (Inc. collection from stand) | |  | £50.00 per 1m3 (min. £100.00)  £50.00 per 1m3 (min. £100.00) | |
| \*\* Subject to overtime surcharge outside of normal working hours which are:  Monday-Friday, 0800-1800hrs | | | | | |
| Company name | |  | Email Address | |  |
| Address (invoice) | |  | Card Payment\*  ***Please provide contact name / details to obtain card payment information*** | |  |
| VAT Number | |  | Name (please print) | |  |
| Company Registration Number | |  | Signed | |  |
| Telephone Number | |  | Fax Number | |  |

PLEASE SIGN TO CONFIRM ORDER AND PROVIDE PAYMENT DETAILS ABOVE

If no credit terms are in place then all payments must be received prior to delivery to stand

All prices are exclusive of VAT

IMPORTANT: All business is undertaken subject to the current editions of our standard trading conditions, which are

UKWA (warehousing) and BIFA (all other business). Copies available upon request