

ELECTRICAL ORDER FORM

AERO ENGINEERING 2010

29TH – 30TH SEPTEMBER

NEC, Birmingham



melville
ELECTRICAL

Stand No.		Company	
Invoice Add.			
Telephone		Fax	
Email			
Contact		Signature	

PLEASE RETURN TO:

Melville ServiCentre
Melville Exhibition Services
Silverstone Drive
Gallagher Business Park
Coventry
CV6 6PA
UK

Tel: +44 (0) 844 879 3226

Fax: +44(0) 2476 380 220

Email: CustomerService@melville.co.uk

PLEASE RETURN BY:

27th August 2010

PRODUCT CODE	QTY	DESCRIPTION	PRICE	TOTAL
SPGP120		120W Adjustable Spotlight	£42.00	
FL5		5ft Fluorescent Fitting	£41.00	
FL6		6ft Fluorescent Fitting	£44.00	
SO500		500W Socket (2amps max)	£71.00	
SO1000		1000W Socket Outlet (4amps max)	£92.00	
			SUB TOTAL	
			VAT 17.5%	
			TOTAL	

Orders received after **27th August 2010** will be subject to a 20% surcharge. Full payment is due when placing order. Cheques are payable to Melville Exhibition Services, but will only be accepted before show builds. **Please show position of fittings on the grid plan provided**, otherwise they will be placed at our discretion. Special fittings and three phase power by quotation only



Payment & Credit Card Charge Authorisation

RETURN TO: Melville Exhibition & Event Services Ltd., Silverstone Drive, Gallagher Business Park, Coventry, CV6 6PA Fax: +44(0)2476 380220 Phone: +44 (0) 844 8793226 (or non UK +44(0) 2476 380180)

Mandatory Form*

COMPANY NAME	EMAIL ADDRESS	STAND NUMBER
COMPANY ADDRESS		
POST CODE		
PHONE	FAX	PURCHASE ORDER NUMBER

PAYMENT POLICY

Payment for Services — Melville Exhibition & Event Services Ltd requires payment in full at the time services are ordered. Further, Melville Exhibition & Event Services Ltd requires that you provide a credit card authorisation with your initial order. For your convenience, we will use this authorisation to charge your account for any additional orders.

Method of Payment — Melville Exhibition & Event Services Ltd accepts all major credit/debit cards, cheques and bank transfers. Purchase orders are not considered payment.

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Melville Exhibition & Event Services Ltd reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request form*.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for cancellation fees.

All orders cancelled by the Exhibitor or due to the cancellation of an event or their nonparticipation may be subject to cancellation fees.

Bank transfer payment information:

Beneficiary: Melville Exhibition & Event Services Ltd
 Natwest Bank Account: **27607275**
 Regent Street Branch Sort Code: **56-00-27**
 PO Box 4RY IBAN BIC: **NWBKGB2L**
 250 Regent Street IBAN No: **B82NWBK56002727607275**
 London W1A 4RY

To ensure your bank transfer is allocated correctly, please supply the following information to

CustomerService@melville.co.uk:

- exhibiting company name, account number, invoice number, show name, stand number
- Date and amount of bank transfer
- Bank and country where transfer originated

If you have any questions regarding our payment policy, please call Credit Control on +44 (0)121 780 3025

Please complete the information and return payment in full with this form and your orders.

You may choose to pay by credit card, cheque, or bank transfer; however, **we require your credit card charge authorisation to be on file with Melville Exhibition & Event Services Ltd**

- All balances must be paid prior to the event
- For your convenience, we will use this authorisation to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

I agree in placing this order that I have accepted Melville Exhibition & Event Services Ltd Terms and Conditions of Contract

X _____
 AUTHORISED SIGNATURE

 AUTHORISED NAME - PLEASE PRINT

 DATE

CREDIT CARD CHARGE AUTHORISATION

All information must be provided. Your order will not be processed if any information is missing (ie. Expiration Date, Account Number, Contact Information, Type of Card and Signature). We require your credit card charge authorisation to be on file with Melville Exhibition and Event Services Ltd even if you are paying by cheque or bank transfer.

Card Number Corporate Card Personal Card

American Express
 Debit Card
 MasterCard
 VISA

Start Date _____

Expiry Date _____

Issue Number _____

CSC Number _____

Cardholders Name _____ Please Print

Cardholders Billing Address _____

Post Code _____

PLEASE SIGN

X _____
 CARDHOLDER'S SIGNATURE DATE

*This Form must be returned to Melville Exhibition and Event Services for your order to be processed.

We reserve the right to add 2.5% surcharge to the total amount of all credit card orders