

**Shell Scheme Name Board Form
Melville Exhibition & Event Services Order Form**



melville

Show	AERO ENGINEERING 2010	Show Dates	29 th – 30 th SEPTEMBER
Return By	27 th AUGUST 2010	Venue	NEC

Hall / Stand No		Company	
Contact Name		Invoice address	
		Post Code	
Telephone		Fax	
VAT No.		Signature	
Email			

Return form to:
Melville ServiCentre

Melville Exhibition Services
Silverstone Drive, Gallagher
Business Park, Coventry
West Midlands, CV6 6PA

T: +44 (0) 844 8793 226

F: +44 (0) 2476 380 220

E:

customerservice@melville.co.uk

If you have booked a shell scheme through the Organisers, Melville Exhibition Services will be building your stand. Your company name and stand number will be supplied on a standard panel fixed to the front of your stand by Melville Graphic Services. Please Fill in all sections of this form and return before the deadline date to ensure your name panel details are correct

DEADLINE FOR RETURN

One month before show opens

Please note

1. Receipt of this form cannot be confirmed due to the volume received.
2. If this form is not returned by the deadline date, the name shown on your contract will be that used for your name panels.
3. Alterations at the exhibition will be charged at £25.00 +VAT per panel.
4. If you have booked a shell scheme after the deadline date please return this form immediately.
5. All name panels will be reproduced in BLOCK CAPITALS unless written permission from the organiser is given.
6. In all cases abbreviations will be used, IE Limited becomes Ltd, Company becomes Co. etc

NAME THAT YOU WISH TO APPEAR ON YOUR SHELL SCHEME

Please send only one copy, either by fax or post – thank you

Please type or print in BLOCK CAPITALS, as mistakes resulting from illegible handwriting will be charged for.

To chat on line with an Exhibitor Service Co-ordinator, please go to www.melville.co.uk, click on exhibitor services or contact us and then click on the chat button at the bottom of the screen.