

# INTER ELECTRICAL SERVICES LTD

Intex House, Avondale Way, Gwent. NP44 1TS

TEL: 01633 838283 FAX: 01633 838299 Email: [electrics@theintershellgroup.com](mailto:electrics@theintershellgroup.com)

## ELECTRICS ORDER FORM FOR BESPOKE STANDS ONLY [HIRE ONLY]

EVENT: **Building Trade Show**

VENUE: **Alexandra Palace, London**

DATES: **31 January – 01 February 2018**

## MAINS CHARGES BELOW ARE MANDATORY FOR ALL BESPOKE STANDS

DETAILS	Early-Bird Tariff Valid Until 16/01/2018	Standard Tariff Applicable from 17/01/2018	QUANTITY	AMOUNT £
<b>PLEASE SPECIFY WHICH MAINS SUPPLY YOU REQUIRE: (MANDATORY)</b>				
10amp Single Phase Supply	£247.75	£309.69		£
16amp Single Phase Supply	£268.08	£335.10		£
20amp Single Phase Supply	£324.61	£405.76		£
32amp Single Phase Supply	£477.71	£597.14		£
63amp Single Phase Supply	£823.92	£1,029.90		£
10amp Three Phase Supply	£403.38	£504.23		£
16amp Three Phase Supply	£557.76	£697.20		£
20amp Three Phase Supply	£652.40	£815.50		£
32amp Three Phase Supply	£954.15	£1,192.69		£
63amp Three Phase Supply	£1,550.65	£1,938.31		£
<b>POWER (Single Standard 3 Pin Socket)</b>				
Socket Hire	£92.00	£119.60		£
<b>MISCELLANEOUS</b>				
CEE Form Socket Hire	£75.00	£97.50		£
<b>LIGHTING</b>				
1m Light Track Including 2 off Spotlights	£84.00	£109.20		£
Additional Lighting Track Spotlight	£24.00	£31.20		£
100w Extended-Arm Spotlight	£33.60	£43.68		£
6' Fluorescent 75W	£55.20	£71.76		£
Tungsten Halogen Sunflood 300w	£53.60	£69.68		£
<b>ALL CREDIT CARD PAYMENTS ARE SUBJECT TO A 5% HANDLING FEE</b>				£
NETT				£
VAT @ 20%				£
TOTAL				£

(For assistance, our quick guide is now on page two)

### CONTACT DETAILS

COMPANY NAME: \_\_\_\_\_ ORDER NO: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ STAND NO: \_\_\_\_\_

INVOICE ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_

TEL NO: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## **ELECTRICS QUICK GUIDE**

This is a guide, designed to assist exhibitors plan their power requirements for their stands. Please contact us if you require any additional help & information. The sockets we provide, have different power ratings. Below is a guide which shows the sort of equipment that can be use with each:

### **1kw (is approx 4.5amps) suitable for:**

**A small domestic coffee machine (750w - 1kw)**  
**Vacuum cleaner (800w - 1kw)**  
**One computer**  
**Mobile phone charger**  
**TV / Video**

### **3kw (is rated at 13amp) suitable for:**

**Kettle (2kw-3kw)**  
**Catering coffee machine (upto 3kw)**  
**Industrial cleaner (upto 3kw)**

The above list is a guide only and indicates individual items that can be used with each socket. The use of more than one item with one socket is not acceptable. At most venues the use of extension cables and sockets is not allowed.

Actual power requirements will vary, dependent upon the equipment being used. All electrical equipment carries information showing its power consumption in KW or watts. It is the exhibitor's responsibility to check their own equipment before ordering.

Onsite if the socket you have ordered is overloaded the fuse will blow. You will be required to pay for the socket to be uprated according to the power that you are using. The socket will not be re-energised until the problem has been rectified. This can cause delays during the build up, to your stand and other exhibitor's located next to you.

## **PAYMENT DETAILS** *(Please select one)*

I enclose a cheque made payable to Inter Electrical Services Ltd.

I enclose a completed card authorisation form for payment *(Please note, we can not accept card details over the phone)*

Please invoice me, I accept my order can not be processed until payment has been received.

My payment will be with you by **16 Jan 2018** to guarantee the early-bird discounted prices

## **TERMS & CONDITIONS**

- \* To place an order, please complete and return this form using our contact details at the top of page one.
- \* All order's must be placed in writing via this form. To avoid any discrepancies onsite we cannot accept your order over the phone.
- \* Any queries or complaints should be dealt with during the build up of the event, please contact our service desk onsite for any problems to be resolved. Any queries or complaints after the event, should be sent to us in writing, within five days of the event, to be dealt with appropriately.
- \* Any order amended or cancelled by the Exhibitor prior to the event, will be subject to a cancellation admin fee of £10.00 + VAT
- \* **Please contact us, if you have not received confirmation of your order within 7 days of placing it.**  
**You will need your confirmation onsite.**

## **ELECTRICAL PLAN** *(Please tick)*

I have attached a plan of my stand, showing where you'd like each item positioned, this includes the mains supply.

I require floor sockets and will be installing a raised floor. (We can not run cables under carpet)

**If you do not supply a plan, the items you've ordered will be positioned at the discretion of the electrician and you will be charged £25.00 + VAT per item, should you require any item moved.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

By signing this order form, you agree to the terms and conditions, as outlined above.

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## Card Charge Authorisation Form

To pay an invoice by credit/debit you need to use this authorisation form, as we are unable to accept card details over the telephone. Please submit the completed form to us, using the above contact details. All information is mandatory and your payment can not be processed if any information is missing (I.e. expiry date, security code, signature)

Company Name: \_\_\_\_\_

Invoice Number:

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(If known)

I \_\_\_\_\_ hereby authorise Inter Electrical Services Ltd, to take the

(Cardholder's name)

full amount due of £ \_\_\_\_\_ from the card details supplied below.

(Please enter the correct amount due, including VAT and the card handling fee – the form can't be accepted if this is incorrect or left blank)



### WE ACCEPT ALL MAJOR CREDIT CARDS EXCEPT AMERICAN EXPRESS AND DINERS

CARD NO: 

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START DATE: 

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 EXPIRY DATE: 

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 ISSUE NO: 

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 SECURITY CODE: 

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CORPORATE CARD: 

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 PERSONAL CARD: 

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Cardholders Billing Address (Please Print Clearly)

Postcode:

Cardholders Signature:- \_\_\_\_\_

Date:- \_\_\_\_ / \_\_\_\_ / \_\_\_\_