

**DRUG DISCOVERY 2024:**  
**SHELL SCHEME = EXTRA ELECTRICAL ORDER FORM:**  
**DEADLINE FOR RETURN:**  
**30<sup>TH</sup> AUGUST:**

ford + barley exhibitions ltd  
 Units 2 & 3 Fulwood Road South  
 Sutton - in - Ashfield  
 Notts NG17 2JZ  
 Tel. 01623 551120  
[e-mail: ford.barley@fordbarleyexhibitions.co.uk](mailto:ford.barley@fordbarleyexhibitions.co.uk)

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting)

**Company name** \_\_\_\_\_ **Stand No.** \_\_\_\_\_

**Address** \_\_\_\_\_

**Post Code** \_\_\_\_\_ **Telephone No.** \_\_\_\_\_ **e-mail.** \_\_\_\_\_

**Contact** \_\_\_\_\_ **Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

**PLEASE VALIDATE WITH PURCHASE ORDER IF REQUIRED**

**THIS FORM IS FOR SHELL SCHEME EXHIBITORS = ALL SPACE ONLY STANDS**  
**ARE SUBJECT TO QUOTATION - PLEASE CONTACT F+B WITH YOUR**  
**REQUIREMENTS**

	<b>Q'ty</b>	<b>Price (ex. VAT)</b>	<b>Total</b>
<b>Please supply on hire</b>			
Standard Spotlight 100w		£87.50 each	
Fluorescent -1500mm		£87.50 each	
1m Track with 4 no Standard Spots		£262.50 each	
		<b>Std hrs</b>	
Socket Outlet - 500W/ 2amp		£195 each	
Socket Outlet - 1000W/ 4amp		£250 each	
Socket Outlet - 2000w/ 8amp		£450 each	
Socket Outlet - 3000w/13 amp		£575 each	
<b>Mains connection &amp; Testing (COMPULSORY)</b>			<b>£19.50</b>
<b>Space only sites,</b>		<b>Sub-Total</b>	
<b>Special fittings, single &amp; 3 phase mains, 24hr supply</b>		<b>+ 20.0% VAT</b>	
<b>ALL SUBJECT TO QUOTATION</b>		<b>Total</b>	

**FULL PAYMENT IS REQUIRED AT POINT OF ORDER - PLEASE REFER TO OUR PAYMENTS FORM. IT IS THE CLIENTS RESPONSIBILITY TO CHECK WE HAVE RECEIVED YOUR ORDER**

**PLEASE DETAIL THE REQUIRED LOCATIONS ON YOUR ORDER VIA OUR GRID OR YOUR OWN DRAWING**

**SITE & LATE ORDERS SUBJECT TO 25% SURCHARGE**

### **IMPORTANT NOTES:**

1. Payment should be made with this order as per bank details (See separate sheet)
2. Please mark position of items ordered on either our GRID FORM SUPPLIED or your own detailed drawing. If a drawing is not supplied and major movements are required on site a movement fee may be charged. This will be assessed depending on the number of movements required.
3. Please note that in ordering electrics you may have a mains box and cable on your stand. Please indicate preferred location. We suggest you check with us to ascertain if you will have these on your stand
4. If drawing/grid not provided, fittings will be positioned at electrician's discretion.
5. Any on site movement of ordered items resulting from us not being supplied with a drawing will result in a charge of £25 + VAT per movement
6. Any complaint regarding the electrical installation must be reported in writing prior to the close of the exhibition to either the office or our site team. Any complaint not accompanied by photographic evidence will not be considered
7. If any fittings are required within the stand i.e. not attached to walls or fascia, please ensure that the appropriate battens have been ordered on the standfitting form.
8. Client's tracks must be installed by the owner/agent. The connection of the supply to the track will be made by the official contractor.
9. No allowance is made for maintenance of client's fittings/tracks during the show.

### **TERMS + CONDITIONS: A full copy of our terms and conditions is available on request**

1. In placing a Client Order with ford + barley exhibitions Ltd. the Client accepts, with no reservations, that these Terms and Conditions of Business take the place of any other document, prior written or oral agreement as well as the Client's terms and conditions of purchase or hire.
2. ford + barley exhibitions Ltd. Terms and Conditions of Business can only be amended in writing.
3. The Contract will be interpreted and applied in accordance with English Law and the parties to the Contract agree to submit to the exclusive jurisdiction of the English Courts.
4. A Client Order must be evidenced in writing either by signing a ford + barley exhibitions Ltd. Order Form or by accepting a ford + barley exhibitions Ltd. Quotation. Except where stated, ford + barley exhibitions Ltd terms and conditions of Business for the placing of Client Orders, their variation and cancellation, will apply to quotations, Order Forms, Site Orders and Electronic Sales Orders.
5. In the event that you cancel an order, even if only advised orally, you will be liable for any work put in hand in order to meet the timescales necessary to complete work to the deadlines of the event for which the work is intended.
6. All Client orders placed after the defined Cut Off Dates will be subject to late order surcharges. The same will apply for any request to change a Client Order and/or additional Orders made outside the aforementioned deadlines.
7. Acceptance of a Client Order will be conditional on timing and on stock availability. ford + barley exhibitions Ltd. reserves the right to supply in lieu and in place of the equipment ordered, any similar equipment fit for the general purpose of the required items of equipment or service.
8. In the event of cancellation of a Client Order by a Client, the Client will pay to ford + barley exhibitions Ltd the labour and material costs of any work undertaken by ford + barley exhibitions Ltd in order to fulfil the Client Order, at ford + barley exhibitions Ltd Rates.
9. Any Client Order placed on Site will be charged at the SITE ORDER price as detailed in the exhibitor manual or as detailed on any Order Form.
10. All prices are exclusive of VAT.
11. Where a client wishes to amend a Client Order after work has started on Site, the Client may be subject to a charge. ford + barley exhibitions Ltd. will only proceed to make any change after a written request has been signed by the Client's representative on Site. Labour time incurred by ford + barley exhibitions Ltd. or its contractors will be charged at the ford + barley exhibitions Ltd Rate.
12. In the event of non-delivery or if the Client is not satisfied that the goods or services that have been ordered are delivered in conformity to the Quotation then a member of the ford + barley exhibitions Ltd. Site team must be notified before the Open Period of the event. If the Client is not satisfied with the remedial action taken by ford + barley exhibitions Ltd, the matter should be addressed with the Senior member of the ford + barley exhibitions Ltd. Site time or with the Event Organiser's on-site staff.
13. In the event of a dispute that cannot be resolved on site, the Client will submit their complaint in writing ford + barley exhibitions Ltd. within seven days of the opening of the ford + barley exhibitions Ltd will consider the complaint and respond to the Client within ten working days.
14. No complaint will be addressed unless it has been brought to the attention of ford + barley exhibitions Ltd team before the Open Period of the Event.
15. If, after return, apparently malfunctioning products are found by ford + barley exhibitions Ltd to be to specification and fully operational, then the Client will be charged for ford + barley exhibitions Ltd Limited's costs in recovering and replacing the item with all costs calculated at the ford + barley exhibitions Ltd
16. Once the Contract is complete, the Client will not be able to claim "force majeure" or an act of God against ford + barley exhibitions Ltd, as ford + barley exhibitions Ltd will be considered to have performed its contractual obligations.

### **PAYMENT**

17. Unless otherwise agreed, all Client Orders for items ordered from Order Forms must be accompanied by full payment.
18. In the event of non-payment within the terms detailed in our Quotation ford + barley exhibitions Ltd. reserve the right to withhold goods or services that have been ordered.
19. It is the duty of the hirer to provide at an event or exhibition, a duly authorised representative to accept ordered items and to give a written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and deemed to have accepted the delivery and these conditions.
20. As from its being made available, its delivery or acceptance, the Client will be responsible for the safety of ford + barley exhibitions Ltd property throughout the duration of the event and will be responsible for any damage to ford + barley exhibitions Ltd property cause by the actions of Client or its customers.
21. During this period ford + barley exhibitions Ltd disclaims all responsibility concerning documents, objects, samples, equipment or other goods present in/ under/ on the equipment rented by the Client.

### **22. The Client undertakes:**

- 22.1 To use the equipment in accordance with its usual purpose, to do nothing nor allow anything to be done that could lead to its damage or its disappearance, to give it the normal maintenance required, to keep it and return it in good working order, and to respect ford + barley exhibitions Ltd particular recommendations, specific advice for use and appropriate warnings which it acknowledges having read notably in these Terms and Conditions, the specifications sheets, and/or documents that were handed over to it on delivery.
- 22.2 Not to carry out any modification or repair to ford + barley exhibitions Ltd property, however small.
- 22.3 Not to nail, apply adhesive or paint, or damage ford + barley exhibitions Ltd property in any way without ford + barley exhibitions Ltd agreement or the express permission as set out in the Exhibitor manual and Do's and Don't sheet for the event.
- 22.4 To allow any of ford + barley exhibitions Ltd representatives or persons authorised by the latter, unrestricted access to the equipment installed for purposes of maintenance and to take any necessary steps to make their mission easier.
- 22.5 To return goods to ford + barley exhibitions Ltd free of any object.
- 22.6 To be responsible for any electrical item connected to a socket or mains connection installed by ford + barley exhibitions Ltd and to accept full responsibility and all consequential costs resulting from the connection of a faulty or inappropriate electrical item connected to a socket or mains connection installed by ford + barley exhibitions Ltd
- 22.7 To pay ford + barley exhibitions Ltd the cost of repair or replacement (as appropriate) for any items damaged whilst in the care of the Client however caused.
23. All goods, materials, plant or machinery supplied by ford + barley exhibitions Ltd, shall be on hire unless otherwise stated. The period of hire will be Duration of the Event unless otherwise stated ford + barley exhibitions Ltd shall enter the Site to collect and remove its property as soon as permitted after the end of the Open Period.
24. The illustrations and/ or photographs featured in the sales documentation or manual (irrespective of the medium) are for guidance only and are not binding specifications.
25. Clients may photograph work carried out by ford + barley exhibitions Ltd. for their own marketing purposes only.

**Return to: Tel: +44 (0) 1623 551120 Fax: +44 (0) 1623 440063**

**Email: [ford.barley@fordbarleyexhibitions.co.uk](mailto:ford.barley@fordbarleyexhibitions.co.uk)**