

electrics

Moyne provide an extensive range of power rated sockets, light fittings and mains supplies for shell scheme and space only exhibitors. Information is provided in this section on the venue rules and regulations relating to electrical installations and the products and services on offer for VegFest 2017

If you have any questions regarding the type of products you should order please contact us.



3-pin English 13A socket-outlets, are available with four different power ratings: 500w, 1000w, 2000w & 3000w



75w General Purpose Spotlights available as single or multiple fittings



4 Way Extension Leads



Fluorescent Tubes



Long Arm Spotlight



Single Phase and Three Phase Connections

Q: How do I know which socket to order?

A: Always look at the wattage requirement on your appliance. Ordering the wrong power supply could mean termination of power to your stand and adjacent stands. An upgrade to the power supply on site will incur an additional 20% charge on the Standard Rate. If you require advice please contact us.

Moyne provides standard 3-pin English 13A socket-outlets, but with four different power ratings. The list below indicates the type of equipment that can be used with each of the power ratings:

500W Socket is rated at 2AMP and can supply the following:

- One computer [or 2 x laptops]
- A small domestic fridge
- Four mobile phone chargers
- Table lamp
- Television and video

or any combination of the above using a single 4-way extension (maximum length 2m) subject to a total load of 500W

1000W Socket is rated at 4 AMP and can supply:

- Small domestic coffee machine (750W – 1kW)
- Small domestic steamer (900W – 1kW)
- Small microwave cooker (750W – 1kW)

2000W Socket and 3000W Sockets are rated at 10 AMP and 13 AMP and can supply:

- Jug Kettle (2kW – 3kW)
- Catering coffee machine (1.5kW – 3kW)

The list indicates individual items that can be used with each socket, with the exception of the 500W socket above. All sockets are supplied on daytime power only unless 24-hour continuous power is requested and quoted for.

Actual power requirements will vary dependent upon the individual equipment used. All electrical equipment has a Rating Plate that shows its power consumption in Watts (W) or kilowatts (kW). You should carefully examine all equipment to be used and calculate the exact power usage before ordering your electrical power requirements.

Q: Can I run my own lights off a socket?

A: If you are ordering a socket so as to be able to supply your own lighting arrangement's), then in accordance with the regulations, the maximum power rating of any single lighting circuit is 1000W (1kW), so if, for example, you had 3kW of lighting on your stand, you would need to order 3 x 1kW sockets for this arrangement.

Q: How many spotlights should I order?

A: As a general rule we suggest 1 x spotlight for every 3m². The most popular fitting we supply is a 4ft track with 3 x 75w spotlights

Q: What is the best position for lighting?

A: We recommend that spotlights and fluorescent tubes are positioned behind the shell scheme fascia to hide the fitting and provide a flood of light back into the stand. Our electricians automatically position lights behind the fascia. Should you require alternative positioning you will need to provide the electrical positioning diagram for your stand.

Q: What is the difference between a Spotlight and a Long Arm Spotlight?

A: A spotlight provides a wider flood of light compared to a log arm spotlight which is designed to provide light downwards to highlight a graphics panel or single display item.

Q: Can I bring an Extension Lead to the show to power more than one appliance off my socket(s)?

A: Extension leads can be used but the guidelines for ordering sockets detailed above must be followed. In all cases the extension lead must not exceed 2m in length. Only one extension unit can be used per socket.

Q: Why is there an early booking price and standard booking price?

A: The early booking date coincides with our initial power submission to the venue. Subsequent power submissions are surcharged by the venue at 20%. This surcharge is passed on to you in the standard rate charge.

Q: Why do island sites require an independent mains supply?

A: Venue regulations stipulate that island sites require an independent mains supply, the power source cannot be taken across the gangway from another block. The cost of electrics on island sites is charged at the cost of the mains installation plus fitting charge and testing. If you are exhibiting on an island site please contact us for a quotation.

Q: How do I make sure the power remains on my stand overnight?

A: Normally power goes off to stands an hour after the exhibition closes and comes on again an hour before it opens. If you require power to your stand to service appliances outside this period you must order 24 hour power. Please contact us for a quotation.

Q: Will I have a mains box on my stand?

A: One stand in every block has to have a venues mains box to regulate supply. These are positioned at the discretion of our electricians and cannot be relocated. We try as far as possible to position this so that it provides the least obstruction possible to the stand holder. We are not able to advise until the show build up period where the mains boxes will be positioned.

To meet venue requirements each stand has to have an isolation board again we endeavour to position these to cause minimal inconvenience, on Shell Scheme stands this is normally behind the fascia to leave stand panels unobstructed for graphics. If you have chosen to remove the fascia the box will be positioned on a wall panel. As a safety measure each isolation board is fitted with a 30 milliamp RCD protection.

Q: Why is a charge made for testing lighting and power?

A: Following a revision to BS7671:2008 Requirements for electrical installations (IEE wiring Regulations 17th Edition) the circuits on every exhibition standard irrespective of whether they are space only or shell scheme must be tested by qualified electricians and a completion certificate handed to the hall electrical mains management company. This is a new directive which Moyne has to comply with. In order to cover the cost of the additional work required to comply with the directive and ensure power is supplied by the exhibition venue to stands all UK exhibition contractors are charging a testing fee. Please note that this fee applies at all major UK exhibition venues. The charge to exhibitors is calculated at £15.00 + vat for every 2000w (8AMP) purchased.

Q: When will power be available on my stand?

A: An exact time cannot be provided for energisation of power to stands. We work quickly to install supplies and fittings however each stand must be tested and approved by the venue before the mains supply is energised. Should there be a stand on a block which has a more complex installation it may hold up the power supply be activated to surrounding stands. If you have any questions regarding your power supply you should visit the Moyne Service Desk in the exhibition hall.

Q: I need power to the centre of my stand how do I achieve this?

A: Power is normally supplied from overhead or venue mains installation permitting, through floor ducts. Either option may lead to unsightly and potentially dangerous cabling across the stand floor. We recommend that if power is required at floor level to various locations on the stand a platform floor is ordered to hide cables. We can advise on this and ensure the cabling is in situ prior to the floor being laid. If you are providing your own platform you must advise us of this on the electrical positioning diagram.

Q: I have been told I need a venue mains supply what is the difference between this and a socket?

A: A mains supply is fitted with a Cee Form connector either for direct connection to a consumer unit or as a means for your electricians to distribute from. Under the current regulations it is not permissible to order a socket and use it to supply a consumer unit if you are carrying out the installation of your own electrical wiring and equipment. In these circumstances you will need to order an electrical mains supply.

All direct main, single phase or three phase, can only be ordered through Moyne and only after meeting the following criteria will charges be applied and mains installed:

1. Copies of the relevant qualifications of any personnel responsible for the completion of the installation must be provided.
2. The person carrying out testing must be qualified to the required standard.
3. All qualifications, insurance and general details must be provided to Moyne where upon £150.00 administration fee plus the cost of the main will be charged.

Following the completion of the installation by the allocated contractor the following must also be adhered to before energisation of the supply may be facilitated:

1. The installation must meet the standards required by the regulations, however should the installation not meet these requirements Moyne are authorised to postpone energisation until they are met satisfactorily.
2. If for any reason the electricians responsible for the installation cannot carry out the required Test & Inspection, Moyne may carry out this service on their behalf for the fee of up to a Maximum of £300.00 dependent on the Complexity of the installation to be Tested, which includes standby during the open period of the event. This will be in addition to any costs related to the mains supply or administration.

Please be aware that any personnel involved will still remain responsible for their own installation

EARLY BOOKING DEADLINE DATE: 2nd October 2017

Unit 27, Silicon Business Centre, 28 Wadsworth Road, Perivale, London UB6 7JZ
tel +44 (0)20 8997 8596 fax +44 (0)20 8998 1675 email info@moyne.co.uk www.moyne.co.uk

100% REMITTANCE MUST BE SUBMITTED WITH THIS ORDER. YOUR ORDER CANNOT BE PROCESSED WITHOUT PAYMENT IN FULL BY PLACING AN ORDER WITH MOYNE YOU ARE AGREEING TO THE TERMS & CONDITIONS PROVIDED

COMPANY NAME: _____	STAND NUMBER: _____
INVOICE ADDRESS: _____	CONTACT NAME: _____
_____	TEL: _____
POSTCODE: _____	EMAIL: _____

STANDARD PRICES WILL APPLY TO ORDERS RECEIVED AFTER THE EARLY BOOKING RATE ENDS
ON SITE ORDERS COMMENCE 19/10/17 & WILL BE SUBJECT TO A 20% SURCHARGE

ISLAND SITES (4 OPEN SIDES) WILL REQUIRE AN INDEPENDENT MAINS SUPPLY – BESPOKE PRICES APPLY PLEASE CONTACT US FOR A QUOTE

FITTING	EARLY BOOKING ENDS 02/10/17	STANDARD BOOKING COMMENCES 03/10/17	QTY	TOTAL
50W General purpose spotlight	£60.00	£72.00		
Light track including 3 x 75w Spotlights	£120.75	£144.90		
1.5m Fluorescent fitting (70W)	£67.00	£80.40		
Socket outlet @ 500W (2amps)	£114.00	£136.80		
Socket outlet @ 500W on 24 hour supply	£285.00	£342.00		
Socket outlet @ 1000W (4 amps)	£136.00	£163.20		
Socket Outlet @ 1000W on 24 hour supply	£341.00	£368.00		
Socket outlet @ 2000W (8 amps)	£215.00	£258.00		
Socket Outlet @ 3000W (12 amps)	£299.00	£358.00		

In Line With Current UK Exhibition Industry Rules & Regulations Charges will be implemented in Relation to Testing the Electrical Installation on Your Stand. These Charges Are Now Compulsory at All Major UK Exhibition Venues. Prices Charged Solely Cover The Cost of The Tests That Moyne Have To Undertake. To calculate the charges add the total wattage of the power and lighting orders placed above and relate this to the charges below. **Installations exceeding the amounts stated will incur more than one charge. If this section is not completed it will be automatically calculated and added to your order.**

Lighting and Power Installations up to 2000w (8 amps) will be charged	£15.00		
USING THE GRID PROVIDED WITH THIS ORDER FORM INDICATE THE REQUIRED POSITIONING OF ELECTRICAL FITTINGS ORDERED. IN THE ABSENCE OF A GRID THE ELECTRICIAN WILL USE HIS OWN INITIATIVE TO CARRY OUT THE CONTRACT. REPOSITIONING OF ITEMS ON SITE WILL INCURR A CHARGE OF £30.00 + VAT PER ITEM MOVED. PLEASE NOTE THAT IN ORDERING ELECTRICS YOU MAY HAVE A MAINS BOX AND CABLE ON YOUR STAND. EU Countries (Non UK) VAT Exemption: Please provide your VAT number If we do not receive your EU VAT number VAT will be charged at the UK current rate	SUB TOTAL		
	+ 20% VAT		
	+ 3.0% CREDIT CARD FEE (No charge for Debit Cards)		
	TOTAL DUE		

EARLY BOOKING RATE – For exhibitors to benefit from the Early Booking Rate Moyne must be in receipt of this Order Form and cleared funds either via card payment or bank transfer by 5pm on the date the Early Booking Rate ends. Moyne cannot be responsible for orders that are not processed due to card payments being declined or late bank transfer payments. If the prices have changed from the Early Booking to the Standard Booking Rate over this period the higher rate will be charged.

BANK TRANSFER – Please circle Bank Transfer below and you will receive a pro forma invoice containing our bank details

CARD PAYMENT DETAILS (ONCE PAYMENT HAS BEEN PROCESSED CARD DETAILS WILL BE DESTROYED) CARD DETAILS CAN BE PROVIDED BY CALLING US ON + 44 (0) 20 8997 8596

CIRCLE PAYMENT TYPE: VISA DEBIT/ VISA CREDIT/ MASTERCARD/ AMEX * We do not accept Cheque payments OR BANK TRANSFER

PLEASE NOTE: IF CARD TYPE IS NOT IDENTIFIED THE CREDIT CARD FEE OF 3.0% WILL BE AUTOMATICALLY APPLIED TO YOUR ORDER.

CARD NUMBER: _____ VALID FROM DATE: ____ / ____ EXPIRY DATE ____ / ____

3 DIGIT SECURITY CODE ON REVERSE OF CARD: _____

FOR ELECTRICAL ITEMS NOT LISTED ON THIS FORM PLEASE CONTACT US FOR A QUOTE	IF YOU DO NOT RECEIVE OUR INVOICE CONFIRMATION WITHIN 10 WORKING DAYS OF SUBMISSION PLEASE CONTACT US TO ENSURE SAFE RECEIPT OF YOUR ORDER REFUND POLICY: Should your order not be delivered satisfactorily the issue must be reported to Moyne prior to the show opening via the Moyne Service Desk. Refunds will only be considered after the show if a completed exhibitor enquiry form has been obtained from the Show Service Desk or Moyne Show Manager.
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Alternatively Order Online at www.exhibitorzone.co.uk
 Register as new user Respond to the Activation email Register as an Existing User Select
 VegFest 2017 Enter Passcode VEGFEST17

ELECTRICAL INSTALLATION POSITIONING DIAGRAM

EXHIBITION:

STAND NUMBER:

EXHIBITING COMPANY NAME:

MOYNE CANNOT ACCEPT RESPONSIBILITY FOR ITEMS NOT BEING PLACED TO SPECIFICATIONS IF THE EXHIBITING DETAILS ABOVE ARE MISSING OR INCORRECT

BACK OF STAND

- Please denote:
- SHELL
- SPACE
- PLATFORM FLOOR



This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of the items you have ordered. In the absence of a diagram the electrician will place items at his discretion. **Subsequent changes on site will be subject to a £30 + vat charge per item moved**

Placement Key:

O	Spotlight
X	Power Socket at Floor Level
⊖	Power Socket at Ceiling Level
○—○—○	Light Track
+++++	Fluorescent Fitting
C	Connection to own fitting
M	Mains Position

Additional Information:

FRONT OF STAND

MOYNE TERMS & CONDITIONS OF SALE

1a. In placing a client order with Moyne (Moyne) the client accepts, with no reservations, that these Terms & Conditions of business take the place of any other document, prior written or oral agreement, as well as the client's terms & conditions of purchase or hire.

1b. Moyne's Terms & Conditions of business can only be amended in writing.

1c. 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.

2a. A client must be evidenced in writing by signing a Moyne Pre Payment Order. Except where stated, Moyne's Terms & Conditions of business for the placing of client's orders, their variation and cancellation, will apply pre payment order forms, site orders and electronic sales orders.

2b. 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.

2c. Acceptance of a client order will be conditional on timing and on stock availability. Moyne 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.

2d. In the event of cancellation of a client order by a client, the client will pay to Moyne the labour and material costs of any work undertaken by Moyne in order to fulfill the client order, at Moyne's fully costed rates.

2e. In the event that a client order is cancelled 14 working days prior to build up of event they will be entitled to a 100% refund less administrative costs.

2f. In the event that a client order is cancelled less than 14 working days prior to build the client will be charged 100%.

2g. If for any reason the exhibitor withdraws from the exhibition or the exhibition is cancelled less than 15 working days prior to build up of show the client will be charged 100%.

2h. Any client order placed on site will be charged at the surcharged price as detailed in the exhibitor manual or as detailed on any prepayment order form.

3a. All prices are exclusive of VAT.

3b. Where a client wishes to amend a client order after work has started on site, the client will be charged in accordance with the terms set out below, for changed client orders. Moyne will only proceed to make any change after a on site order has been signed by the client's representative on site.

4a. It is the duty of the hirer to provide at such event or exhibition, a duly authorized representative to accept the furnishings and to give written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.

4b. 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 Moyne site team must be notified before the open period of the event. If the client is not satisfied with the remedial action taken by Moyne, the matter should be addressed with the senior member of the Moyne site team. 4c. In the event of a dispute that cannot be resolved on site, the client will submit their complaint in writing to Moyne within seven days of the opening of the event. Moyne will consider the complaint and respond to the client within 10 working days.

4d. No complaint will be addressed unless it has been brought to the attention of Moyne's team on site before the open period of the event and a docket has been provided by the Service Desk detailing the complaint before the open period of the event.

4e. If, after return, apparently malfunctioning products are found by Moyne to be to specification and fully operational, then the client will be charged for Moyne's costs in recovering and replacing the item with all costs calculated at the Moyne fully costed rate.

4f. Once the contract is complete, the client will not be able to claim "force majeure" or an act of God against Moyne, as Moyne will be considered to have performed its contractual obligations.

This extract of Moyne's Terms of Business summarises the principal matters relating to the provision of shell scheme fittings, electrical services, furniture hire, floor coverings and custom build stands. At all times Moyne Exhibition Services Ltd's full Terms of Business will apply and this extract is for the client's convenience. A copy of the full Terms can be obtained by calling our offices.

5. Our quoted prices are based on the current costs of materials and labour. We reserve the right to pass on any increase in same, which occur prior to the completion of any work.

6. We do not accept liability for damage to property or goods caused as a result of equipment not provided by Moyne but sourced from a third party.

7. We do not exclude our liability in respect of death or personal injury resulting from negligence by ourselves (but not subcontractors, if any).

8. We do not exclude our liability for loss or damage to exhibits or property of the customer where it has been caused by our negligence, provided that a claim is made within 14 days of the problem being brought to our attention.

9. We reserve the right to charge the customer for any additional costs incurred by works carried out in accordance with a request from any health or safety organisation.

PAYMENT

10a. Unless otherwise agreed, all client orders for items ordered from pre payment forms must be accompanied by full payment.

b. In the event of non payment within the terms detailed on our order form Moyne reserve the right to withhold the goods or services that have been ordered.

c. In the event of late payment, with reference to the terms detailed on Moyne's order form, Moyne reserves the right to charge interest of 3% p.a. over the HSBK base rate until paid.

11. Save as expressly provided in all these Terms & Conditions, the client shall indemnify Moyne against all actions, claims and demands whatsoever arising from any loss or damage of whatsoever nature suffered by any party as a result of its conduct in completing the contract or complying with any event or site conditions.

12. The client will be responsible for the safety of Moyne's property throughout the duration of the event and will be responsible for any damage for Moyne's property caused by the actions of the client or its customers.

13. Moyne provides all goods, including complete stand structures on hire only and the client undertakes:

a. 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 to return it in good working order and clean, and to respect Moyne's particular recommendations, specific advice for use, and appropriate warnings which it acknowledges having read notably in these Terms & Conditions, the specifications sheets, and/or the documents that were handed over to it on delivery.

b. Not to carry out any modification or repair to Moyne's property, however small.

c. Not to nail, apply adhesive or paint, or damage Moyne's property in any way without Moyne's agreement or the express permission as set out in the exhibitor manual for the event.

d. To allow a any of Moyne's representatives or persons authorized by the latter, unrestricted access to the equipment installed for the purposes of maintenance and to take any necessary steps to make their mission easier.

e. To return goods to Moyne free of any object.

f. To be responsible for any electrical item connected to a socket or mains connections installed by Moyne 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 Moyne.

g. To pay Moyne the cost of repair or replacement (as appropriate) for any item damaged whilst in the care of the client however caused.

14. All goods, materials, plant or machinery supplied by Moyne, shall be on hire unless otherwise stated. The period of hire will be the duration of the event unless otherwise stated. Moyne shall enter the site to collect and to remove its property as soon as permitted after the end of the open period.