

**EDITABLE PDF**

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**EARLY BOOKING DEADLINE DATE:  
16th October 2020**

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: _____
POSTCODE: _____	TEL: _____
	EMAIL: _____

**STANDARD PRICES WILL APPLY TO ORDERS RECEIVED AFTER THE EARLY BOOKING RATE ENDS. PRE SHOW ORDERS CLOSE THURSDAY 12th November 5pm**  
**ONSITE ORDERS COMMENCE 13/11/20 & WILL BE SUBJECT TO A 20% SURCHARGE AS PER VENUE REGULATIONS ISLAND SITES (4 OPEN SIDES) & STAND ALONE SITES WILL REQUIRE AN INDEPENDENT MAINS SUPPLY – ELECTRICAL ORDER FORM PRICES DO NOT APPLY TO THESE STANDS - PLEASE CONTACT US FOR A QUOTE**

ITEM	EARLY BOOKING ENDS 16/10/20	STANDARD BOOKING COMMENCES 17/10/20	QTY	TOTAL
50W General purpose spotlight	£60.00	£72.00		
Light track including 3 x 75w Spotlights	£125.00	£150.00		
1.5m Fluorescent fitting (70W)	£65.00	£78.00		
Socket outlet @ 500W (2amps)	£125.00	£150.00		
Socket outlet @ 500W on 24 hour supply	£354.00	£424.00		
Socket outlet @ 1000W (4 amps)	£195.00	£234.00		
Socket Outlet @ 1000W on 24 hour supply	£358.00	£429.00		
Socket outlet @ 2000W (8 amps)	£332.00	£398.00		
Socket Outlet @ 3000W (12 amps)	£395.00	£474.00		

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		
<b>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.</b>  <b>EU Countries (Non UK) VAT Exemption:</b> Please provide your VAT number If we do not receive your EU VAT number VAT will be charged at the UK current rate	<b>SUB TOTAL</b>		
	<b>+ 20% VAT</b>		
	<b>TOTAL DUE</b>		

**EARLY BOOKING RATE** – For exhibitors to benefit from the Early Booking Rate Moyne must be in receipt of this Order Form and 100% 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 tick Bank Transfer below and you will receive a pro forma invoice containing our bank details

**CARD PAYMENT DETAILS** CARD DETAILS CAN BE PROVIDED BY CALLING US ON + 44 (0) 20 8997 8596 Please submit the order form and allow 24 hours for processing

**TICK PAYMENT TYPE:** VISA DEBIT    VISA CREDIT    MASTERCARD    AMEX    OR BANK TRANSFER

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  <b>REFUND POLICY:</b> 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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### 1. Calculate the Size of Sockets Required

Sockets are provided as 500w (2amp) 1000w (4amp) 2000w (8amp) & 3000w (12amp). The power required by your appliance can be obtained from the manufacturer, hirer or via a rating plate found the appliance. You will require this information to know what size of socket to order. Where multiple appliances (max 4) are being plugged into one socket via an extension lead you require the combined power usage. – which cannot exceed 3000w (12amps) Caterers should allow for start up power required for appliances with heating elements.

Appliances such as refrigeration units which require 24 hour power should order either the 500w or 1000w socket on 24 hour power. Power will remain on to these sockets overnight.

**Important Note:**  
Should insufficient power be ordered the fuse box on your stand will terminate power to your supply and that of surrounding stands. Should it become apparent that insufficient power has been ordered exhibitors will have the opportunity to purchase additional power at the 20% site surcharge rate. To avoid power termination issues arising onsite that cause huge inconvenience to all exhibitors PLEASE ORDER THE CORRECT AMOUNT OF POWER

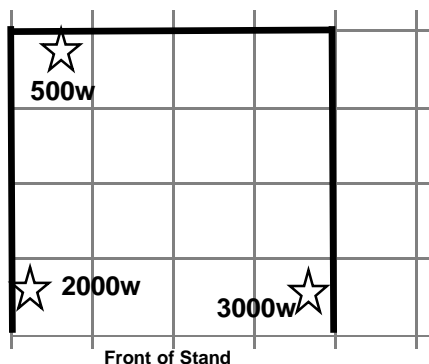
### 2. Socket / Power Distribution Rules – Extension Leads

Maximum 4 Way (4 sockets) with a cable length not exceeding 2 metres.  
1 x Extension Lead is permitted per power socket ordered. Daisy chaining (extension lead to extension lead) is not permitted  
 Total wattage of appliances plugged into the Extension Lead should not exceed the socket power size ordered Extension Lead cables must not create a trip hazard.  
Drum, reel extension leads are not permitted



### 3. Positioning Diagrams

Sockets are positioned on stand walls. Please provide the required socket positions on the Electrical Positioning Diagram. Sockets which require repositioning onsite are charged at £27.00 + vat per socket.



**Example Positioning**  
**4 x 4 Shell Scheme Stand**  
 Each square = 1m

### 4. Appliances

Appliances must be provided in good working order with a current PAT certificate. Faulty appliances will cause the power to terminate at the stand protection box. Moyne reserve the right to confiscate faulty equipment for the duration of the show open period.

To avoid power complications arising on the opening morning of the show all catering appliances should arrive at the venue and be operational on **Friday 13th November**

Moyne are happy to provide advice on power requirements however it is ultimately the responsibility of the exhibitor to ensure that sufficient power has been ordered and that all equipment conforms to British Standards Questions regarding power supplies should be sent to Sara Binns [sara@moyne.co.uk](mailto:sara@moyne.co.uk)

# ELECTRICAL INSTALLATION POSITIONING DIAGRAM

EXHIBITION: **VEGFEST 2020**

STAND NUMBER:

Hand sketch then photograph or scan this form back to [info@moyne.co.uk](mailto:info@moyne.co.uk) together with the order form

EXHIBITING COMPANY NAME:

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

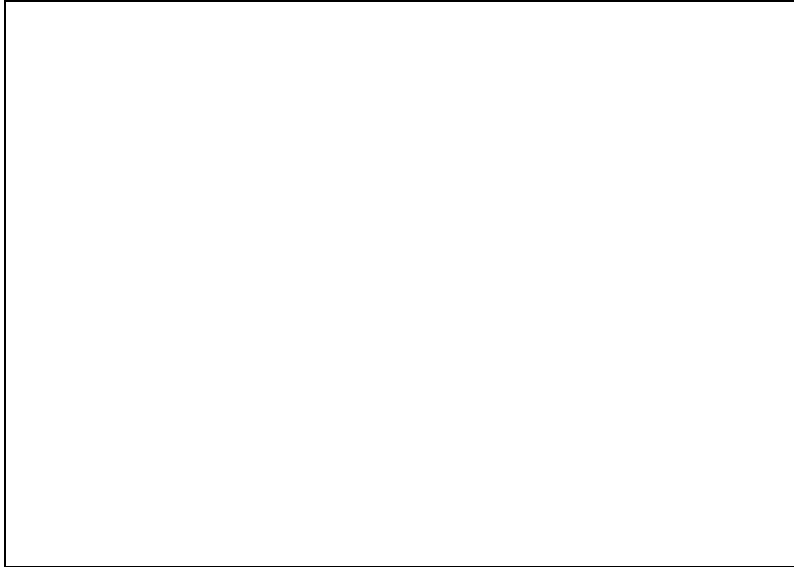
**BACK OF STAND**

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:**

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

Additional Information:

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**FRONT OF STAND**

**MOYNE TERMS & CONDITIONS OF SALE**

1a. In placing a client order with Moyne Events Limited (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 16 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 Events Limited 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 or services 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 HSBC 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 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.