

Company Name:	Address:
Stand Name:	
Contact Person:	Website
Position in Company:	Invoice name and address if different from company name and address above:
E mail:	Address:
Tel / Mobile:	

SPACE ONLY

Electricity supply not included

OIA Member* by 27/3/20

£80 per sqm

Non OIA Member by 27/3/20

£95 per sqm

OIA Member* after 27/3/20

£90 per sqm

Non OIA Member after 27/3/20

£105 per sqm

Per m2 rate includes:

Area to build stand, stand cleaning and carpet

You are responsible for all aspects of stand design and construction.

Appropriate drawings to be supplied to organisers by date specified in the Exhibitors Manual.

Preferred Size: (i.e. 4 x 4 m)

Preferred Stand Number

Total Area (m2)

Total Cost ex VAT (rate x area)

SHELL SCHEME

Electricity supply not included

OIA Member* by 27/3/20

£97 per sqm

Non OIA Member by 27/3/20

£112 per sqm

OIA Member* after 27/3/20

£107 per sqm

Non OIA Member after 27/3/20

£122 per sqm

Per m2 rate includes:

Carpet, white walls, ceiling grid and nameboard fascia

Preferred Size: (i.e. 4 x 4 m)

Preferred Stand Number

Total Area (m2)

Total Cost ex VAT (rate x area)

* To qualify for an OIA Member rate, the exhibitor needs to be a member at the time of booking as well as when OTS takes place. Lapse of membership before the event will incur an extra invoice for the difference in rate.

PAYMENT

- 50% invoiced from January 2020 upon receipt of booking confirmation
- FINAL 50% invoiced on 6th April 2020
- 100% invoice upon receipt of booking confirmation if booked after the 6th April 2020

All payments must be cleared in advance of the show.

Exhibitors whose accounts remain outstanding on this date WILL NOT be permitted to exhibit.

Please make cheques payable to Media Contact Services Ltd.

All invoices subject to VAT at the standard rate.

CANCELLATIONS & SPACE REDUCTIONS

Exhibitors withdrawing from the exhibition will be liable to pay the following cancellation fees:

On or before 1st May 2020 = 50% of total space cost

On or after 2nd May 2020 = 100% of total space cost

If an exhibitor reduces the space reserved after this booking form has been received and processed by the Organiser, the Organiser shall have the right to charge the following penalty fees:

Up to 1st May 2020 = 50% cost of area reduced

On or after 2nd May 2020 = 100% cost of area reduced

CONFIRMATION:

I confirm that I:

- have read the terms and conditions and agree to be bound by them
- understand the cancellation charges explained
- am authorised to sign this document on behalf of the company named above
- understand that the organisers reserve the right to change the floorplan stand layout

Signed:

Position

Company

Date

