

Company Name:	Address:
Stand Name: if different from the above	
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 and carpet not included

OIA Member* by 27/3/22

£84 per sqm

Non OIA Member by 27/3/22

£100 per sqm

OIA Member* after 27/3/22

£94 per sqm

Non OIA Member after 27/3/22

£110 per sqm

Per m2 rate includes:

Area to build stand and stand cleaning

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 and carpet supply not included

OIA Member* by 27/3/22

£103 per sqm

Non OIA Member by 27/3/22

£119 per sqm

OIA Member* after 27/3/22

£113 per sqm

Non OIA Member after 27/3/22

£129 per sqm

Per m2 rate includes:

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 2022 and afterwards upon receipt of booking confirmation
- FINAL 50% invoiced on 30th March 2022
- 100% invoice upon receipt of booking confirmation if booked after the 30th March 2022

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 April 2022 = 50% of total space cost

On or after 2nd April 2022 = 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 April 2022 = 50% cost of area reduced

On or after 2nd April 2022 = 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

