

Show	 <b>HR Tech Europe</b> EXCEL LONDON   24-25 MARCH	Show Dates	24 <sup>th</sup> – 25 <sup>th</sup> March 2015	Return By
		Venue	ExCeL, London	20 <sup>th</sup> February 2015

Hall/Stand No.		Company																
Contact Name			Invoice address															
			Post Code															
Telephone			Fax															
Email			Signature															
VAT No.			Company Reg No.															

## Return form to:

**ServiCentre**  
 Global Experience Specialists (GES) Ltd  
 Silverstone Drive  
 Gallagher Business Park  
 Coventry, West Midlands  
 CV6 6PA

T: +44 (0) 2476 380 180

F: +44 (0) 2476 380 221

E: [electrics@ges.com](mailto:electrics@ges.com)

CODE	QTY	DESCRIPTION	EARLY BIRD PRICE	STANDARD PRICE		TOTAL
<b>Spotlights</b>			PLEASE NOTE : ALL PRICES EXCLUDE VAT			
SPGP		Adjustable Spotlight	£51.50	£61.80		
LVSP		50W Low Voltage Spotlight	£53.00	£63.60		
LT4+		4ft Track + 3 x Adjustable Spotlights	£143.40	£172.08		
<b>Fluorescent Fittings</b>						
FL5		5ft Fluorescent Fitting	£51.50	£61.80		
<b>Sockets</b>						
SO500		Socket Outlet 500W (2 amp maximum)	£90.20	£108.24		
SO1000		Socket Outlet 1000w (4 amp maximum) – Not suitable for 4 way blocks	£137.95	£165.54		
<p><i>* An electrical testing charge is required to meet the revised minimum testing requirements in line with BS7671 (2008).</i></p> <p><i>The obligatory order form testing charge of £15 is for the items on this form.</i></p> <p><i>All orders for direct mains require a quotation to be processed, this is to ensure you have the right power supply for what you want to achieve on-site. If a direct main Test &amp; Inspect is required, this will also need a quote. Please call us on the above number or email us at <a href="mailto:electrics@ges.com">electrics@ges.com</a>.</i></p>					Sub total	
					*Testing	£15.00
					VAT 20%	
					<b>TOTAL</b>	

Orders will not be processed without full payment (cheque payable to: Global Experience Specialists (GES) Ltd) – please find the credit card authorisation form on page 3 of this document.


Customers wishing to pay by Visa and MasterCard credit cards, as well as both American Express charge and credit cards, please be advised that a surcharge of 2.5% will be applied to the **total** invoice amount.

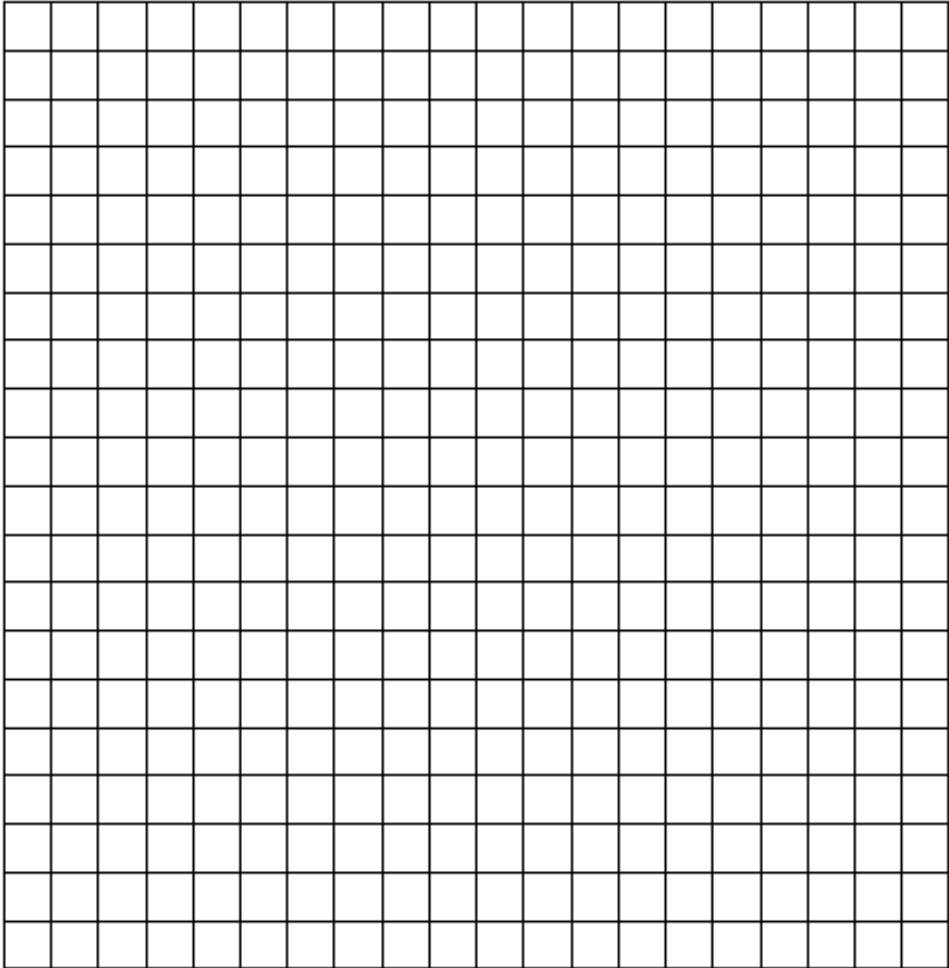
**Place your order before Friday 20<sup>th</sup> February 2015, to qualify for the Early Bird Discount**

**All on-site orders are subject to a 20% surcharge.**

Please use the grid plan on the next page to indicate the positions of your fittings.

If your business is registered in an EU country, you will be charged VAT in accordance with current EU Regulations unless you are able to provide us with a current and valid VAT number.

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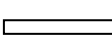


Front of Stand  
(Side nearest to hall entrance)

Hall /Stand No.		Company	
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Dimensions of stand:      m x      m

Please utilise symbols below to indicate the positions of your fittings:

-  = Spotlight
-  = Socket
-  = Fluorescent

**RETURN TO:** Global Experience Specialists (GES) Ltd, Silverstone Drive, Gallagher Business Park, Coventry, CV6 6PA

Phone: +44 (0)2476 380 180 Fax: +44 (0)2476 380 220 Email: [customerservice@ges.com](mailto:customerservice@ges.com)

YOUR DETAILS*			
COMPANY NAME		EXHIBITION	STAND NUMBER
COMPANY ADDRESS			POST CODE
PHONE	FAX	EMAIL	PURCHASE ORDER NUMBER

PAYMENT POLICY	CREDIT CARD CHARGE AUTHORISATION
<p><b>I will be paying by:</b></p> <p>Card <input type="checkbox"/></p> <p>Cheque or Postal Order <input type="checkbox"/></p> <p>Bank Transfer <input type="checkbox"/></p> <p>Other (please contact me) <input type="checkbox"/></p> <p><b>Only complete this form if you are paying by card</b></p> <p><b>Bank transfer payment information:</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Beneficiary: Global Experience Specialists (GES) Limited</b></p> <p>Natwest Bank                      Account: <b>27607275</b>  Regent Street Branch            Sort Code: <b>56-00-27</b>  PO Box 4RY                          IBAN BIC: <b>NWBKGB2L</b>  250 Regent Street                IBAN No: <b>GB82NWBK56002727607275</b>  London W1A 4RY</p> <p><b>To ensure your bank transfer is allocated correctly, please supply the following information to: <a href="mailto:CustomerService@ges.com">CustomerService@ges.com</a></b></p> <ul style="list-style-type: none"> <li>Exhibiting company name, account number, invoice number, show name, stand no.</li> <li>Date and amount of bank transfer</li> <li>Bank and country where transfer originated</li> </ul> </div> <p><b>Payment for Services</b> — Global Experience Specialists (GES) Ltd requires the customer, unless otherwise detailed on our Quotation/Contracts, to pay GES in sterling 100% of the total contract price prior to build inclusive of all tax. All orders raised within 10 days of the exhibition are required to be paid in full at the point of order. If the customer fails to make payment on the due date, GES is entitled, without prejudice to any other right and remedy available, to terminate the relevant contract and suspend any performance of contract work. GES reserve the right to charge interest at 3% above the Bank of England Base rate on amounts not paid on the due date.</p> <p><b>Method of Payment</b> — Global Experience Specialists (GES) Ltd accepts all major credit/debit cards, cheque and bank transfers. Purchase orders are not considered payment. With effect from 1<sup>st</sup> January 2009 the GES will charge 2.5% on all credit card transactions. If paying by card, for your convenience, GES will use this authorisation to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.</p> <p><b>Adjustments and Cancellations</b> — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their nonparticipation may be subject to cancellation fees.</p>	<p>If you wish to pay by card, all card information must be provided. Your order will not be processed if any information is missing (i.e. Expiration Date, Account Number, Contact Information, Type of Card and Signature). Please note that there is a 2.5% charge for credit card transactions.</p> <p><b>Please complete the information and return payment in full with this form and your orders.</b></p> <p>Card Number <input type="text"/> Corporate Card <input type="checkbox"/> Personal Card <input type="checkbox"/></p> <p><input type="text"/></p> <p>Debit Card (any) <input type="checkbox"/></p> <p>Master Card Credit Card <input type="checkbox"/></p> <p>Visa Credit Card <input type="checkbox"/></p> <p>American Express <input type="checkbox"/></p> <p>Other (please state) <input type="text"/></p> <p>Start Date <input type="text"/></p> <p>Expiry Date <input type="text"/></p> <p>Issue Number <input type="text"/></p> <p>CSC Number <input type="text"/></p> <p>(last 3 digits on the back of the card / signature strip)</p> <p>Cardholders Name <input type="text"/> Please Print</p> <p>Cardholders Billing Address <input type="text"/></p> <p>Post Code <input type="text"/></p>
<p><b>I AGREE IN PLACING THIS ORDER THAT I HAVE ACCEPTED GLOBAL EXPERIENCE SPECIALISTS (GES) LIMITED TERMS AND CONDITIONS OF CONTRACT</b></p> <p>X _____</p> <p>AUTHORISED SIGNATURE</p> <p>_____</p> <p>AUTHORISED NAME - PLEASE PRINT</p> <p>_____ / _____</p> <p>DATE</p>	<p><b>PLEASE SIGN</b></p> <p>X _____</p> <p>CARDHOLDER'S SIGNATURE _____ DATE _____</p> <p><b>* THIS FORM MUST BE RETURNED TO GLOBAL EXPERIENCE SPECIALISTS (GES) LIMITED FOR YOUR ORDER TO BE PROCESSED</b></p> <p>If you have any questions regarding our payment policy, please call Customer Services on +44 (0)2476 380 180</p>

### Price

The Contract Price is based on the prevailing costs at the time of the quotation. If in the period up to the completion of the Contract there is any increase in cost to the Company or a variation in the services required then the Contract Price shall be amended accordingly. Prices quoted are exclusive of VAT and any other taxes, levies or similar charges whatsoever, all of which shall be paid by the Customer.

### Payment

The Customer shall pay, in sterling, one half of the Contract Price thirty days prior to the exhibition opening and the balance seven days prior to the exhibition opening. If the Customer fails to make full payment on the due dates, the Company is entitled, without prejudice to any other right or remedy available, to terminate the relevant contract and suspend any performance of contract work. The Company reserves the right to charge interest at 3% above the Bank of England base rate on amounts not paid on the due dates.

If the customer pays by American Express charge or credit card; or by Visa, Mastercard or JCB credit cards we reserve the right to charge a 2.5% surcharge to the total value of the order.

### Performance

All Customer orders must be placed in writing. No Contract shall be created unless the Company accepts the order. The Company shall be relieved of its contractual obligations in the event that performance thereof is prevented or delayed directly or indirectly by an act of God, war, riot, strike, labour disturbance, industrial dispute, fire, flood, explosion, shortage of material or labour or any cause beyond the control of the Company. If for any of these reasons the Contract is not completed the Customer shall pay the Contract price less the costs not expended to date. Performance of the Contract is subject to the availability of the Company's property. The Company at its sole discretion reserves the right to substitute unavailable Company property of a similar quality, specification and performance. The Company may sub-contract all or any part of the services. The Company contracts for itself and as agent of and trustee for its employees and sub-contractors and their employees and any reference in these Conditions to the Company shall be deemed to include every such employee and sub-contractor.

### Consequential Loss

The Company shall not under any circumstances be liable for any direct or indirect consequential loss arising from the services howsoever, whensoever, or wheresoever caused and whether or not resulting from a negligent act or omission by the Company.

### Company Property

All property used or supplied by the Company in connection with the Contract shall, unless expressly agreed by the Company in writing, be on hire for the duration of the exhibition. The Customer will be responsible for the Company's property from the time of delivery up until the time of collection by the Company. The Customer shall insure all of the Company's property for its full replacement cost and indemnify the Company against loss of or damage to any of the Company's property howsoever caused. The Customer shall not assign, re-hire or part with possession of the Company's property. The Customer warrants that it is the owner of exhibits and any other property entrusted to the Company's custody or control or is authorised by the owner to accept these Conditions on the owner's behalf. The Company shall not be liable for loss of or damage to the Customer's property howsoever, whensoever or wheresoever caused and whether or not such loss or damage results from negligent act or omission by the Company.

### Liability To Others

The Customer shall be liable for and shall indemnify the Company against claims from injuries sustained by persons and loss of or damage to other persons property arising during the hire period howsoever caused unless such injury loss or damage results from a negligent act or omission from the Company.

### Regulations

The Customer shall comply with all regulations and conditions imposed by any exhibition organiser, promoter, hall owner or local or other authority and shall be responsible for obtaining their written consent to any modification thereto or waiver thereof as may be necessary to enable the Company to perform the Contract. The Customer shall communicate to the Company such as these regulations and conditions as may affect the services and indemnify the Company against all liabilities arising from non compliance with any of the said regulations and conditions unless resulting from negligent act or omission of the Company negligent act or omission from the Company.

### Law

The Contract shall be governed by and construed in accordance with the Laws of England. This provides a summary of our Conditions of Business a full copy is available on request.