

Audio Visual Equipment Order Form



Event: *PLSA Investment Conference 2019*

Date of Conference: *06 – 08 March 2019*

Audio visual services are available to stand holders through EICC Ltd. Should you require these services, please complete the order form and forward it, with **pre-payment**, to the **Event Design Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH, EH3 8EE.**

Forms must be received at least 14 days before the conference commences. Late orders will incur a 30% surcharge.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company		Stand No	
Address			
		Postcode	
Telephone No		Fax No	
Contact Name			
Authorised Signatory			

Please supply the following Audio Visual requirements :-

No required	Item Description	Daily charge (£)	Weekly Charge (3-7 days) (£)
	<i>42" Plasma Screen</i>	200.00	550.00
	<i>50" Plasma Screen</i>	300.00	850.00
	<i>61" Plasma Screen</i>	400.00	1150.00
	<i>80" Plasma Screen</i>		
	<i>Other</i>		
		Sub Total	
		Plus VAT @ 20%	
		Grand Total	

Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

Date and Time of Delivery :			
Required from		Until	

All orders should be accompanied by dates, times and dimensional drawing (in box below) to show the required position of services on the stand.

Please return this form with your payment to :-

**The Event Design Department
Edinburgh International Conference Centre
The Exchange
Morrison Street
EDINBURGH
EH3 8EE**

Telephone Number: 0131 300 3000

Fax Number: 0131 300 3030

Email:

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Cheques should be made payable to Edinburgh International Conference Centre Ltd, or payment may be made by bank transfer to:-

Bank Name:	Bank of Scotland
Bank Address:	1 Castle Terrace, EDINBURGH, EH1 2DP
Sort Code:	80-11-30
Account No:	00814171
Account Name:	Edinburgh International Conference Centre

Alternatively, payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB. Please call the above number and ask to speak to the Finance Team in order to make a card payment. Please note we do not accept American Express.