2

Shell Scheme Accessories Order Form

Full Circle Events & Exhibitions Ltd
Engels House, Victoria Mills
Weaste Trading Estate
Liverpool Street
Salford M5 5HD
Email: Exhibit@Fullcircleeventsltd.co.uk
Tel: 0161 393 3949 Fax: 0161 873 7688

Fullcircle

Our Ref: 313

Early Booking Deadline 14th January 2022

Exhibitor Company Name:		**Stand No.**	
Email Address for Invoice:		**Contact Name:**	
Company Name to Invoice		**Contact Email:**	
Full Invoice Address:		**Contact Tel:**	
		Date:	
Postcode:	**VAT Reg No. (Non-UK EU Customers):**		

ITEM/DESCRIPTION (All items are on hire unless stated)	UNIT	Early Booking Price	Standard Price	QTY	Total
1m x 1m Store Room with Lockable Door	each	£142.25	£170.70		
1m x 1m Store Room with Curtain	each	£127.50	£153.00		
Extra Foamex Wall Panel White 1m(w) x 2.5m(h)	per metre	£72.00	£86.40		
Lockable Door Entrance (Only)	each	£89.25	£107.10		
Curtained Entrance (only) 1m wide - White	each	£72.45	£86.94		
Shelf (sloping) 300mm deep (Please specify height)	per metre	£34.50	£41.40		
Shelf (flat) 300mm deep (Please specify height)	per metre	£34.50	£41.40		
Garment Rail (Please specify height)	per metre	£36.75	£44.10		
Waterfall Bracket (Please specify height)	each	£26.25	£31.50		
Hat & Coat Hooks (set of 5)	each	£26.25	£31.50		
Mirror - h150cm x w40cm (Hung to wall)	each	£42.00	£50.40		
Slat Walling 1m(w) x 2.5m(h) (NB: We do not supply fixings)	per metre	£95.00	£114.00		
Re-enforced Wall Panel White for TV Screens 1m(w) x 2.5m(h)	per metre	£84.00	£100.80		
White Muslin Ceiling	per m2	£12.50	£15.00		

Please ensure that you provide locations and heights of fittings where necessary.
You can use the shell accessories plan provided or submit your own.

All cancellations must be made to us in writing. Refunds may not be given for your cancelled items within 30 days of the pre-show build date..

Non-UK EU Customers - If we do not recieve your VAT Number we will charge you VAT at a rate of 20%

Sub Total :	
VAT @ 20% :	
Total:	

IMPORTANT: Orders will not be processed without Payment in Full. For chosen Method of Payment please indicate with a tick
(NB: We DO NOT accept AMEX)

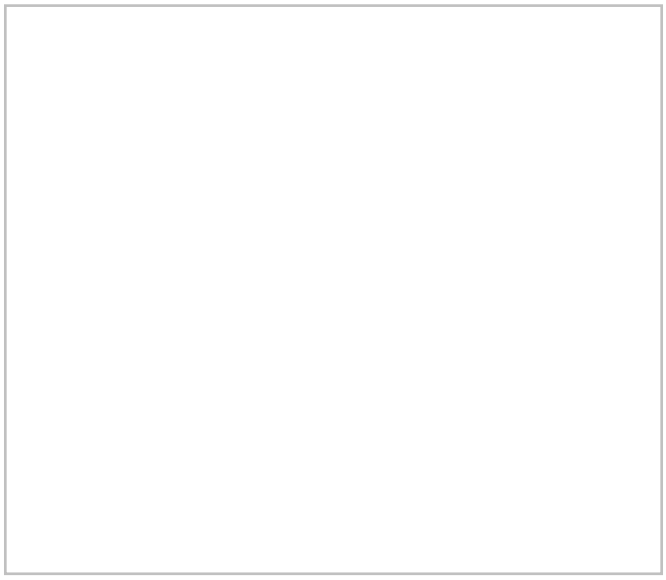
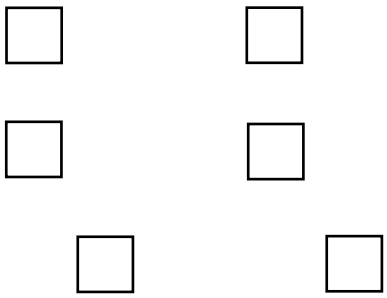
Cheque	☐	*Payable to Full Circle Events & Exhibitions Ltd. NB: Cheques are not acceptable 5 days prior to 1st day of build up or for any on-site orders*
Bank Transfer	☐	*Please use Our Ref / Your stand no. as a reference*
Credit Card	☐	*Details to be completed below or if you prefer, telephone our office and ask for our Finance Department who will be happy to take your card details from you.*
Debit Card	☐	***IMPORTANT: There will be a charge of 3% added to your order should you be paying with a Business debit or credit card .***

FULL CIRCLE BANK DETAILS
Account No: 64348865
Sort Code: 01-10-01
IBAN No: GB59NWBK01100164348865
Swift No/BIC: NWBKGB2L

Vat Reg No. GB 167 9174 66

Card Details (complete details where applicable) ☐ **Please tick if paying by Business card**

Card No. (16 digits):		**3 Digit Security Code:**	**Our Finance Dept will contact you for your Security Code to complete your order**
Name on Card:		**Issue No:**	
Address to which the card is registered to:		**Valid From:**	
		Expiry Date:	

An invoice confirmation of your order will be emailed to you from our finance department. Don't forget to keep a copy of your order for your records.

Internal Use Only:						
	Payment Received		Drawing Received		Added to Schedule	
	Processed By			Date Processed