



Registered Office:  
 HAVILLS EXHIBITIONS LTD  
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**EXHIBITION SERVICES**

**Craft 4 Crafters 2012**  
**Westpoint – Exeter**  
**Thursday 2<sup>nd</sup> to Saturday 4<sup>th</sup> February 2012**

**NB: ALL ORDERS AND PAYMENT TO BE SENT DIRECTLY TO HAVILLS EXHIBITIONS LTD**

**ELECTRICAL PACKAGES**  
**and EXTRAS ORDER FORM**

VAT No 908 713 320

Please note conditions below and overleaf

Check List/Office Use	
Account No	
Cheque Attached	
Marked on Plan	

ELECTRICAL PACKAGES	UNIT COST	Q'TY	TOTAL
Package 1: 1 x Twin Socket	£57.80		
Package 2: 1 x Track + 2 Spots	£57.80		
Package 3: 1 x 5 ft Fluorescent	£57.80		
Package 4: 1 x Twin Socket 1 x Track + 2 Spots	£86.70		
Package 5: 1 x Twin Socket 1 x 5 ft Fluorescent	£86.70		
ADDITIONAL POINTS TO ABOVE			
Twin Socket	£40.50		
Track (for Spotlights)	£17.30		
100 Watt Spotlight (for Track - above)	£8.70		
150 Watt Floodlight (for Track)	£14.50		
5 ft Fluorescent Fitting	£34.70		
Long Arm Spotlight	£34.70		
Light Support Beam	£13.30 @ m		
NETT			
3.5% Credit Card or *20% Late Order Surcharge			
Sub-Total			
VAT 20%			
TOTAL CHARGE			

COMPANY: ..... ORDER NO: .....  
 ADDRESS: ..... STAND NO: .....

TEL: ..... CONTACT NAME: .....  
 MOB: ..... SIGNED: .....  
 FAX: ..... DATE: .....  
 e-mail: .....

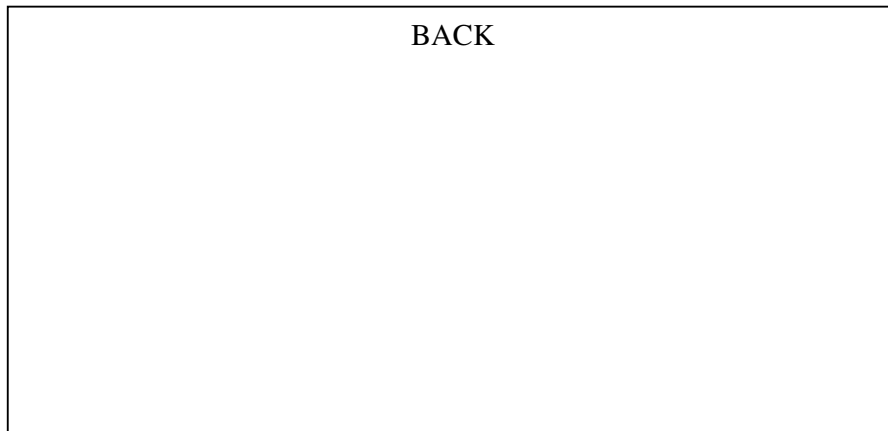
**THIS FORM AND PAYMENT TO BE RECEIVED NO LATER THAN Monday 16<sup>th</sup> January 2012.**

**\*Failure to comply with this will result in a 20% surcharge.**

**CREDIT CARD PAYMENT- SUBJECT TO 3.5% BANK PROCESSING CHARGE (sorry - no American Express):**

Credit Card Holder's Name	Security No
Credit Card No	Expiry Date
Address	11
(if different to above)	

Please draw on the plan below showing the position of electrical points required for your stand, or send us a separate plan detailing these. Any lighting not fitted to existing fascias or walls will require a **Light Support Beam**. Please see front of this form for price per metre.



1. Any electrical points ordered and not fitted must be brought to our attention before or during the exhibition. **WE CANNOT GUARANTEE ANY REFUNDS FOR ITEMS NOT INSTALLED, IF BROUGHT TO OUR ATTENTION AFTER THE EVENT.**
2. All electrical equipment fitted to the stand is on hire and will remain the property of Havills Exhibitions Ltd after the exhibition.  
  
Any loss or damage caused to this equipment will be chargeable to the stand holder.
3. No lighting or power other than that installed by Havills Exhibitions Ltd is to be fitted to the shell stand walls or fascia. **All power must be fitted to existing walls or fascia.** No sockets can be fitted on the floor unless a false floor is installed.
4. All temporary electrical supplies will be protected by a 30mAmp RCD. It is the responsibility of all exhibitors to ensure that their equipment/machinery can operate under these constraints.
5. No adapters are allowed under any circumstances.
6. Only one 4-way (max) fused extension is allowed on each stand. No flexes more than 2 m long will be permitted.
7. All electrical equipment to have a current PAT (Portable Appliance Test) certificate.
8. Indoor events: no low voltage catenary systems are allowed on shell scheme stands.
9. Outdoor events: on arrival, please report to Havills site office for connection.

<b>Typical Loading:</b>	<b>Spotlights</b>	<b>100 - 300 W</b>	<b>0.42 - 1.26 Amp</b>
	<b>Computers/Refrigerators</b>	<b>250 – 500 W</b>	<b>1.05 - 2.10 Amp</b>
	<b>Photocopiers</b>	<b>2000 – 3000 W</b>	<b>8.4 - 12.6 Amp</b>
	<b>Kettles/Coffee Machines</b>	<b>3000 W</b>	<b>12.6 Amp</b>

Company  
 Show **CRAFT 4 CRAFTERS 2012**  
 Venue **WESTPOINT**  
 Stand No

**Signed**  
 \_\_\_\_\_  
 Print Name  
 Position  
 Date