



Warwick Corporate Events. Unit 5, Gloucester Crescent, Heathpark Industrial Estate, Honiton, Devon. EX14 1DB. Tel: 0845 351 0392 Fax: 0845 351 0396 • exhibitions@wce.co.uk

## FURNITURE & AV REQUIREMENT ORDER FORM

Please fill in the details of all Furniture and AV requirements for your stand.  
Please ensure that you include quantity required and your contact details.

Name		Company	
Address			
Telephone		email	
Stand No.		Venue	

**AV EQUIPMENT** prices are noted on our website as **day hire rate** please take this into account when ordering equipment.

Description of item	Quantity (A)	Price per day (B)	No. of days (C)	TOTAL A × B × C
			<b>3</b>	
			<b>3</b>	
			<b>3</b>	
			AV Total	

All items of AV equipment must be covered by an insurance policy. If you wish us to provide accidental damage waiver cover for the hire of the AV equipment, please tick this box and add 15% of the AV total in the space provided below

**FURNITURE** – prices are noted on our website for **length of event** please take this into account when ordering equipment.

Description of item	Quantity (A)	Colour	Unit Price (B)	TOTAL A × B

All items of furniture must be covered by an insurance policy. If you wish us to provide accidental damage waiver cover for the hire of the furniture, please tick this box and add 15% of the sub total in the space provided.

**ALL PRICES ON WEB ARE EARLY BOOKING RATES**

All equipment is hired for the period of the exhibition only. Prices are excluding VAT. Please take advantage of our EARLY booking price and ensure all orders are received prior to the event deadline. Orders received later than this will be defaulted to our 25% surcharge price. Please send this form and payment to the address at the top of this form to be received by the deadline to avoid this.

**Any queries on orders or completing this form, please email [exhibitions@wce.co.uk](mailto:exhibitions@wce.co.uk)**

Alternatively fax this form with credit card details to the number at the top of this form. Cheques should be made payable to Warwick Corporate Events Ltd. If you wish to pay by credit card, please enter your details below. *Sorry, we do not accept Solo or American Express.*

Card No.

Valid from    Expiry date    3 digit code

Name as shown on card

Card holder's signature

If you don't have a digital signature please tick this box, your reply email will be used as your time stamp.

Furniture Total	
AV Total (above)	
Optional damage waiver 15%	
Late surcharge 25%	
STD Delivery £20 charge	<b>£20.00</b>
Sub Total	
VAT at 17.5%	
<b>Grand Total</b>	