Carpet And Furniture Order Form

Show	Advanced Engineering	Show Dates	7th – 8th November 2012
Return By	5th October 2012	Venue	NEC, Birmingham

PLEASE RETURN BY
5TH OCTOBER 2012

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

Return form to:

Melville ServiCentre

Melville Exhibition Services
Silverstone Drive, Gallagher
Business Park, Coventry
West Midlands, CV6 6PA

T: +44 (0) 8448793226
F: +44 (0) 2476380220
E: customerservice@melville.co.uk

DESCRIPTION	QTY	CODE	COLOUR	UNIT PRICE	TOTAL
				SUB TOTAL	£

Accidental Damage, Loss or Destruction option is provided to cover 10times the hire value of the items. If you wish us to provide this option please add 6% of the total, excluding VAT in the space provided.	FLOOR COVERING (if applicable)	£
	ACCIDENTAL DAMAGE (6% of total)	£
	VAT	£
	GRAND TOTAL	£

A cancellation charge will be invoked in respect of cancelled orders. Whilst every effort is made to ensure an exact colour match we cannot be responsible for varied colour supplied due to the batch production.

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Contact Name		Invoice address	
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				TOTAL	

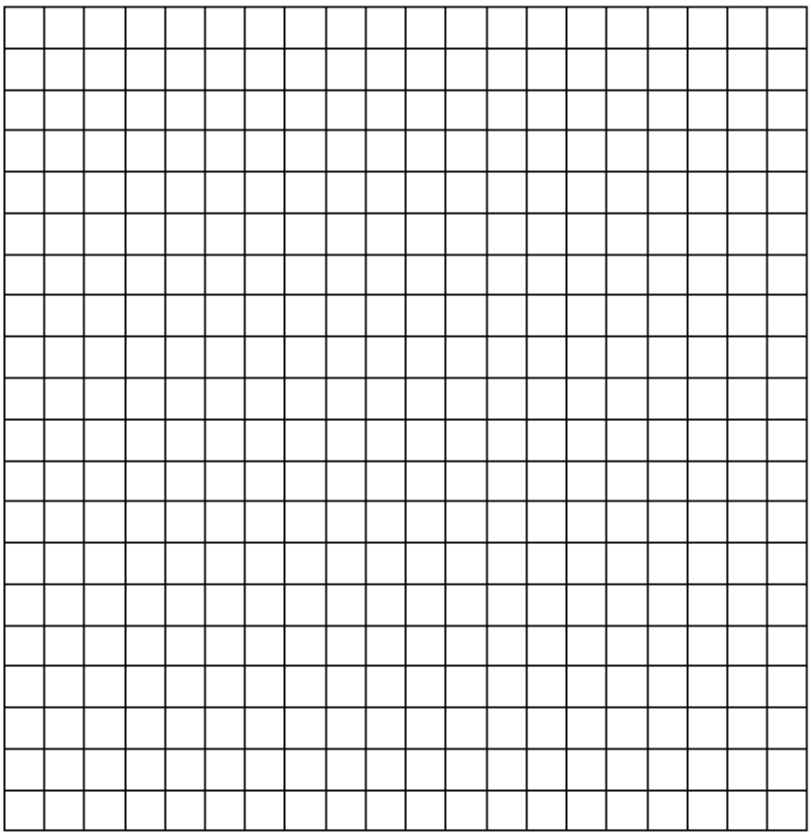
PREFERED LAYING DATE……../……../……. Please round up and state you measurement in meters. Carpet is supplied on an outright sale and price includes the cost of laying only. It must be removed (including the fixing tape) at the end of the exhibition by the client or agent. Melville can offer a removal service for a small fee.

Please lay Carpet:

Raised Platform To floor Flats ☐

Direct to Hall Floor Plan Enclosed ☐

Removal Service 50p per Square Meter ☐



These instructions are for carpet laying only. Separate instructions should be given to your stand contractor if floor flats or a raised platform are required. If you have a non-rectangular shape, please mark the above grid with full sizes listed or a full scale plan.

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