

PACKAGE ORDER FORM

Company:	Stand No:	Name:	Email:
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For the maximum convenience, value and flexibility please choose your furniture package and any extras from the list below.

Furniture items are subject to availability. Tables and cupboards may be white, black or beech but will match each other on the same stand. If you have a specific request please indicate it at the bottom of the form.



Pictures below are indicative only, exact styles will vary. Furniture items are subject to availability and once we have confirmed the items are available we will confirm back to you in writing before invoicing your company.

Deadline Friday 9th February 2018

Please complete and email this form to oiteam@reedexpo.co.uk

Guide: Works for Stand size	Indicative furniture	Contents	Price	Qty	Furniture Style (please tick one)	Seat colour (please tick one)	Subtotal
6sqm stand	 <p>PACKAGE 6</p>	1 x small table 2 x seats 1 x literature rack 1 x bin	£398		<input type="checkbox"/> Meeting style (as shown)	<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White	£
					<input type="checkbox"/> Bar style (high table and stools)	<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White	
9sqm stand	 <p>PACKAGE 9</p>	1 x table 3 x seats 1 x literature rack 1 x lockable cupboard 1 x bin 1 x 5amp/1kw single socket	£518		<input type="checkbox"/> Meeting style (as shown)	<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White	£
					<input type="checkbox"/> Bar style (high table and stools)	<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White	

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12sqm stand	 <p>PACKAGE 12</p>	<p>1 x table 4 x seats 1 x literature rack 1 x lockable cupboard 1 x bin 1 x 5Amp/1KW socket</p>	£687		<input type="checkbox"/> Meeting style (as shown)	<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White	£
					<input type="checkbox"/> Bar style (high table and stools)	<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White	
15sqm stand	 <p>PACKAGE 15</p>	<p>1 x table 4 x seats 1 x lockable cupboard 1 x literature racks 1 x fridge (not 24hr) 2 x bin 1 x 5Amp/1KW double socket 1 x additional spotlight</p>	£859		<input type="checkbox"/> Meeting style (as shown)	<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White	£
					<input type="checkbox"/> Bar style (high table and stools)	<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White	
SEAT to match style and package ordered above			£34		n/a		£
TABLE to match style and package ordered above			£52		n/a		£
LITERATURE RACK to match style and package			£68		n/a		£
CUPBOARD to match style and package ordered			£83		n/a		£
**FRIDGE			£80		n/a		£
WASTE BIN			£9		n/a		£
SOCKET 1KW / 5Amp (suitable for fridge or screen/laptop)			£180		n/a		£
SPOTLIGHT 100W			£67				
1m x 1m LOCKABLE STORE			£180		n/a		£
						Subtotal	£
**This item requires an electrical socket to work. Please make sure that you have ordered one on the form above.						Add VAT (+20%)	£
						TOTAL PAYABLE	£

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This grid will be used to place all orders on your stand. Ensure you complete the diagram clearly indicating the location of all items included in your package and all heights of the electrical sockets. 1 x spotlight is provided per 3m linear of fascia with a minimum of 2 x spotlights per stand. For example, if you have a 9sqm stand with open side you will receive 2 x spotlights. If you do not complete this diagram or indicate the heights of all orders, items will be placed at our discretion. Subsequent change onsite will be subject to a charge.

KEY

- = Spotlight
- ☒ = 1kw Socket

BACK OF STAND

Each square = 1m x 1m

FRONT OF STAND

Please complete this page and return to oiteam@reedexpo.co.uk