

## Floorcovering and 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](mailto:Exhibit@FullcircleeventsLtd.co.uk)  
Tel: 0161 393 3949 Fax: 0161 873 7688



**Event City, Manchester**  
**14th - 15th March 2020**

Our Ref:  
**2795**

Please Return By:  
**14th February 2020**

Exhibitor Company Name:			
Email Address for Invoice:			
Company Name to Invoice			
Full Invoice Address:			
Postcode:		VAT Reg No. (Non-UK EU Customers):	
Stand Dimensions:		Carpet Laying Date:	
		Laying Time:	

Stand No.	
Contact Name:	
Contact Email:	
Contact Tel:	
Date:	

*Our carpet is an outright sale and includes delivery to site plus laying of the carpet however the customer is responsible for the removal and disposal of carpet tape at the close of the exhibition unless you complete the section below instructing us to do so at the agreed price.*

Please Indicate the type of stand you have booked: Shell Scheme ☐ Space Only ☐  
Please Indicate what the carpet is being laid to: Direct to Venue Floor ☐ Floor Flats ☐ Platform ☐

ITEM/DESCRIPTION	COLOUR	UNIT	COST	QTY	Total
Exhibition Cord Carpet (with Protective Polythene)		per sqm	£8.75		
Velour Carpet (mid range) (with Protective Polythene)		per sqm	£9.50		
Velour Carpet (high end range) (with Protective Polythene)		per sqm	£11.15		
Vinyl Flooring / Artificial Grass		per sqm	Price on request		
Removal of Carpet and Tape at the close of the show		per metre	£1.00		
<b>Carpet Accessories</b>					
Aluminium Edging direct to Venue Floor		per metre	£10.50		
Aluminium Edging to Floor Flats or Platform Floor		per metre	£10.50		
Protective Polythene		per metre	£1.25		
<b>Flooring</b>					
Platform Floor: 40mm high with Black Skirting		per sqm	£18.50		
Platform Floor: 100mm high with Black Skirting		per sqm	£19.50		
1m x 1m Ramp for 100mm Platform		each	£135.00		
Floor Flats 18mm		per sqm	£13.00		

**NB: It is the responsibility of the exhibitor to remove the Protective Polythene from their stand before the event opens.**

*All cancellations must be made to us in writing. Refunds may not be given for your cancelled items dependent on the notice period of your cancellation.*

Non-UK EU Customers - If we do not receive 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:	
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		