



EMC & Compliance International

The Grandstand, Newbury Racecourse, UK,
22nd - 23rd May 2024, www.emcandci.com

Welcome - Please Read

We thank you for participating at EMC & CI 2024 and sincerely hope you have a successful show.

This manual should provide all the information you are likely to require. In the event we have missed something please do not hesitate to contact Alan by email:
alanw.emc-eandt@outlook.com

The major part of any Exhibition is getting the visitors there, we will be communicating to you separately for our plans and how you can become involved. We will leave no stone unturned to ensure a successful event.

Page 2 lists the Forms that need to be returned either to ourselves or our appointed Contractors. Please ensure that you complete these in a timely manner and preferably before the deadline date.

We have appointed AIMEXE Ltd as our Stand Contractors, Havills for Electrics, Europa for Furniture Hire, EFI for Freight Forwarding and Create AV Ltd for AV Their contact details are on page 11 of this manual. Please complete the forms in the Contractors Section, page 16 onwards, as required and return to the relevant contractors.

If you would like any Floral Arrangements on your stand, please contact, Sumo Flowers, details on page 11.

If you have customers who you think would be interested in the Conference, please refer them to the website [Workshop Programme | EMC & Compliance International \(www.emcandci.com\)](http://www.emcandci.com)

IMPORTANT NOTES

Forms 1 to 4, on pages 7 - 10, can also be completed and emailed back to us using the separate pdf Forms that are shown in this exhibition manual package.

There is no Furniture brochure this year - please visit the Europa website [Furniture Hire | Carpet & Panel Hire | Event Hire | Conferences \(europainternational.com\)](http://europainternational.com) for their complete range. The order form is included in this manual, pages 26 & 27.

PLEASE TRY AND COMPLETE ALL THE FORMS, BOTH EMC E&T AND THE CONTRACTORS, BEFORE THE DEADLINE DATES. THANK YOU.



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Forms to be Returned

Form	Title	Page	Return at the Very Latest By:
4	Catalogue Advertising	10	12th April 2024
4	Catalogue Entry	10	12th April 2024
2	Conference/Lunch Places - Exhibitors	8	12th April 2024
Havills	Electrical Extras Order Form	24/25	12th April 2024
1	Exhibitor Badges	7	12th April 2024
EFI	Freight Forwarding/Lifting/Handling	23	26th April 2024
Europa	Furniture Hire Order Form	26/27	18th April 2024
AIM	Shell Scheme Extras	19/20	25th April 2024
AIM	Stand - Company Name Board	18	25th April 2024

IMPORTANT NOTE

Forms 1 to 4, on pages 7 - 10, are the forms to be returned to EMC Exhibitions & Training which can also be completed and emailed back to us using the separate pdf Forms that are shown in this exhibition manual package



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Contents and Information

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Car Parking	There is ample free parking, but at owners' risk
Company Name Board	18
Contractor's forms to be Returned	16
Electrical Order Form	24
Exhibition Contractors Contact Details	11
Exhibition Timetable	6
Fire Protection	It is the responsibility of the exhibitor to provide fire appliances for their own stand area.
First Aid	Contact point is by the Organizers Office at the Main Entrance.
Floorplan	12
Floral	11
Freight Handling & Transport	21- 23
Furniture Hire	Visit www.europainternational.com for their full range. 26
Health & Safety	Each exhibiting company should appoint a stand manager who should prepare a risk assessment for your individual stand. Each exhibitor is responsible for Public Liability within the confines of your stand. The stand manager should acquaint themselves with the layout of the building especially Fire and Emergency Exits (which are numerous) and brief all your staff accordingly. First Aid staff are on duty and if anyone is injured or feels unwell, they should notify the organizers immediately. The First Aid contact point is the Organizers Office by the Main Entrance.



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		Page
Hotels		15
How to get there		13 - 14
Insurance	Each company should have their own Public Liability and Health & Safety Insurance. Unfortunately there are no internet facilities. Exhibitors must make own arrangements via laptops.	
Shell Scheme		19
Organizers Office	Entrance Area - Show on floor plan	
Photography	There is no official photographer. This was deemed unnecessary in the age of digital cameras.	
Press	We will be conducting our own PR campaign. Details will be forwarded on how we hope exhibitors can assist, please use the Email banner sent previously.	
Public Address	A public address facility will be active during build-up day and then only strictly for emergencies during the exhibition days.	
Refreshments	Beverages, snacks are served on the exhibition floor.	
Security	If you require any special security contact Alan - alanw.emc-eandt@outlook.com	
Shell Scheme Visual		17
Sponsorship	If you are interested in any sponsorship options contact Alan - alanw.emc-eandt@outlook.com	
Stand Hostesses	If you require stand hostesses please contact Alan - alanw.emc-eandt@outlook.com	
Storage	A facility to store small packing cases will be made available, check on site.	
Telephones	No BT telephone for stand connections. We assume everyone has mobiles. Note: there are no public phones on site.	
Internet /WiFi	There is WiFi available. Please contact Organizers Office for password	
Your Stand What you get		6



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Exhibition Timetable

Build-up	Times
Tuesday 21st May 2024	1:00 PM - 20:00 PM
Exhibition	
Wednesday 22th May 2024	09:30 AM - 17:00 PM
Thursday 23rd May 2024	09:30 AM - 16:30PM
Breakdown	
Thursday 23rd May 2024	16:30 PM - 18:30PM

Your Stand - What You Get

Complete ready, walk on stand. Blue Carpet, Walls - Grey, velcro compatible, for easy fixing of graphics, Blue fascia board, Company Name Board White with Red Lettering, Silver Frames, Twin Power Point and Two Spotlights. The fascia is 300mm deep. For all dimensions see Contractors Section, AIMEX Exhibitions Extra Stand Fittings



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Exhibitor Badges

FORM 1

Deadline Date: 12th April 2024

Stand No: _____ Company: _____

Contact Name: _____

Please supply exhibitor badges in the following names (please print clearly if you complete this form by hand): _____

Please email this to Alan - alanw.emc-eandt@outlook.com



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Free Conference/Lunch Places

FORM 2

Deadline Date: 12th April 2024

Stand No: _____ Company: _____

Contact Name: _____

Exhibiting companies are entitled to Two FREE places at **either the Training Sessions or the Technical Forums**, which also includes Lunch. It is imperative that you advise us the names of the persons representing your organization for both days of the event, **(please print clearly if you complete this form by hand)**.

Day 1

Name 1: _____

Training Sessions **or** Technical Sessions Lunch

Name 2: _____

Training Sessions **or** Technical Sessions Lunch

Day 2

Name 1: _____

Training Sessions **or** Technical Sessions Lunch

Name 2: _____

Training Sessions **or** Technical Sessions Lunch

Special Luncheon vouchers and Entrance tickets will be issued to the above.
Please circle the sessions you wish to attend.

This is very important as we need to notify catering of numbers.
Please email this to Alan - alanw.emc-eandt@outlook.com



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Visitor Registration

FORM 3

There are no visitor tickets this year, all visitor registration is being done on line this year, please use the Email banner and refer contacts to the website.

Conference Registration

There are no conference registration forms this year, all registration is online at www.emcandci.com please refer any interested parties to the website



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FORM 4

Deadline Date: 12th April 2024

Please supply your free catalogue entry in Word and email to alanw.emc-eandt@outlook.com clearly labelled with your company name and EMC&CI 2023 catalogue entry. Maximum 150 words. Please complete your company details below to ensure the correct details appear in the catalogue. (Please print clearly if you complete this form by hand.)

Stand No: _____ Company: _____

Contact Name: _____

Position: _____

Address: _____

Post Code: _____

Tel: _____

Email: _____

Web: _____

Catalogue Advertising

The Exhibition Catalogue will be distributed to all workshop delegates and visitors. This will provide an excellent platform for your advertisements. If you are interested in placing an advertisement in the catalogue Please email this to **Alan** - alanw.emc-eandt@outlook.com

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Exhibition Contractors

We have appointed the following Contractors. See page 16 onwards for information & order forms.

Stand Contractor & Shell Scheme Extras - Andy Daubeney

AIMEXE Ltd
PO Box 33, Winkleigh
Devon, EX19 7WH
Tel: 07967 632825
Email: andy@aimexe.co.uk

Stand Company Nameboard - Andy Daubeney

AIMEXE Ltd
Audio Visual – Alan Plant
Create AV Ltd
Unit 1, Hastingwood Ind Park
Wood Lane
Birmingham, B24 9OR
Tel: 0121 386 6601
E mail: alan@createav.com

Electrics – Alan Milligan

Havills Exhibitions Ltd
1 Woodland Road, Woodland Trading Estate Torquay,
TQ2 7AT
Tel: +44 (0)1803 314000
Email: alan.milligan@havillsexhibitions.co.uk

Furniture Hire – Steve Murphy Europa International

Europa House, Meaford Way London SE20 8RA
Tel: +44 (0)20 8676 0062 Fax 020 8676 9976
Email: stephen.murphy@europainternational.com
Web: www.europainternational.com

Freight Forwarding/Lifting/Handling - Susan Barton EFI

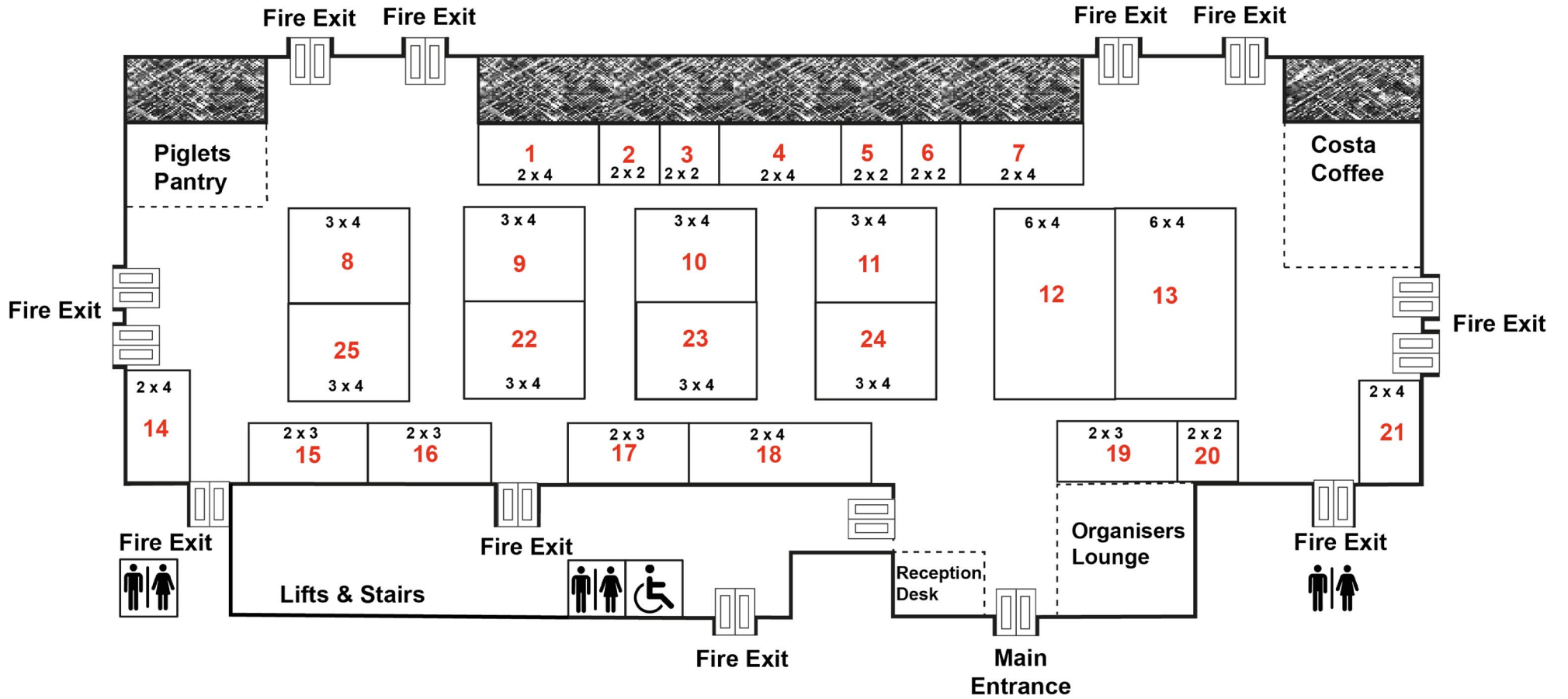
Logistics
Unit 1, Mid Sussex Business Park, Folders Lane East Ditchling
Common, West Sussex BN6 8SG
Tel: +44 (0)1444 871314 Fax: +44 (0)1444 237749
Email: susan.barton@efilogistics.com
Web: efilogistics.com

Floral Arrangements

Sumo Flowers
Tel 01635 33227
Email: shop@sumoflowers.co.uk
Web: www.sumoflowers.co.uk



EMC & COMPLIANCE INTERNATIONAL 2024



How to get to Newbury Racecourse

TRAVEL DIRECTIONS

From M4 – Junction 13

Exit the M4 at Junction 13 and join the A34 for Newbury. Follow the signs for Newbury, joining the A339. Go straight on at the Vodafone roundabout and first set of traffic lights.

For Car Park 4 – Sat navs use postcode RG14 7PN (over new bridge)

Keep in one of the two lanes to the left hand side and, at the large roundabout (Robin Hood pub) roundabout, take the second exit onto the A4 (London Road). Continue on the A4 for approximately 1.5 miles then turn right onto the B4321 (Hambridge Road). At the mini roundabout go straight on over the new bridge, then turn right at the roundabout on the other side, following the road past the Nuffield Health Centre.

By Train

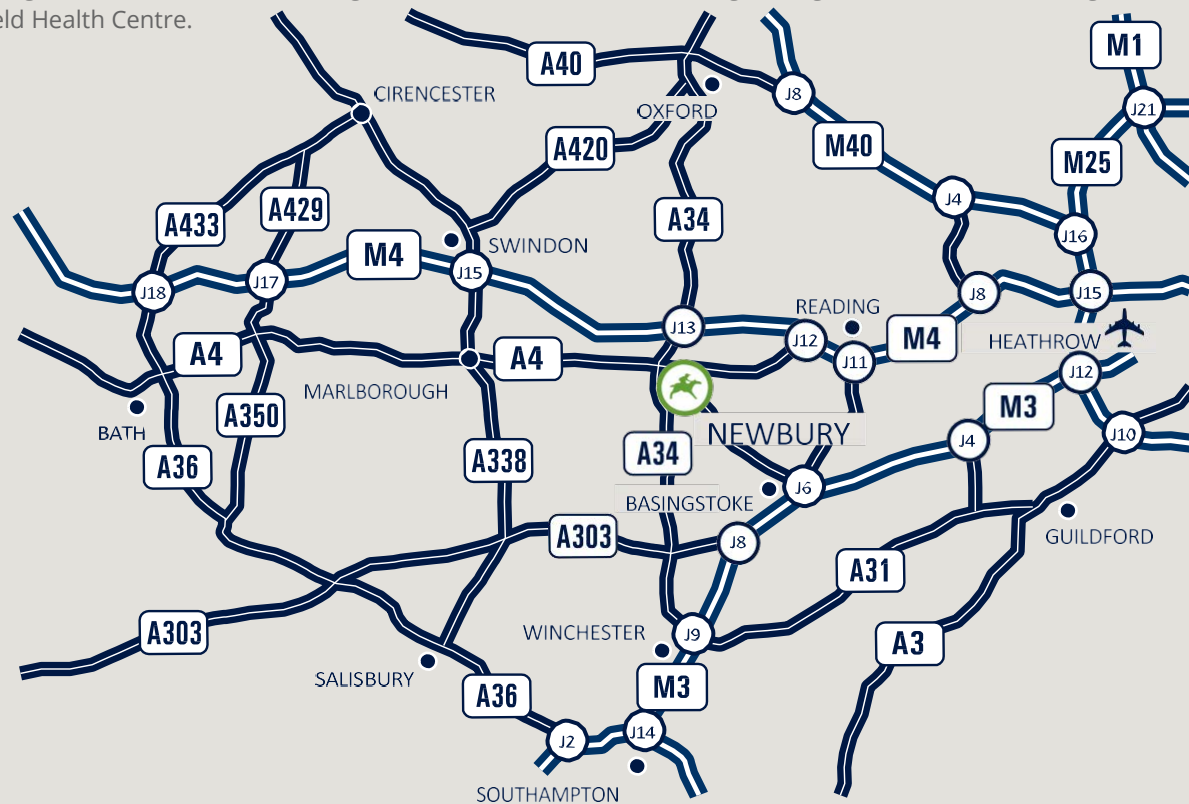
Newbury Racecourse has its own station, one stop from Newbury Station, with direct connections to London Paddington and the West.

From M3 – Junction 9

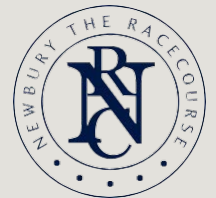
Exit the M3 at Junction 9 (signed to the Midlands, Newbury and A34). Join the A34 heading North, leave the A34 at the exit sign posted Newbury B4640. Follow the B4640 towards Newbury and go through Newtown, to the roundabout with the A339 Basingstoke Road by the Swan Inn. Turn left onto the dual carriageway (passing St. Gabriel's School on the right). Go straight on at the roundabout at the top of the hill.

For Car Park 4 – Sat navs use postcode RG14 7PN (over new bridge)

Continue on the A339 and go straight on at the Burger King roundabout, and straight on to the next large roundabout. At the Robin Hood roundabout take the fourth exit onto the A4 (London Road). Continue on the A4 for approximately 1.5 miles then turn right onto the B4321 (Hambridge Road). At the mini roundabout go straight on over the new bridge, then turn right at the roundabout on the other side, following the road past the Nuffield Health Centre.



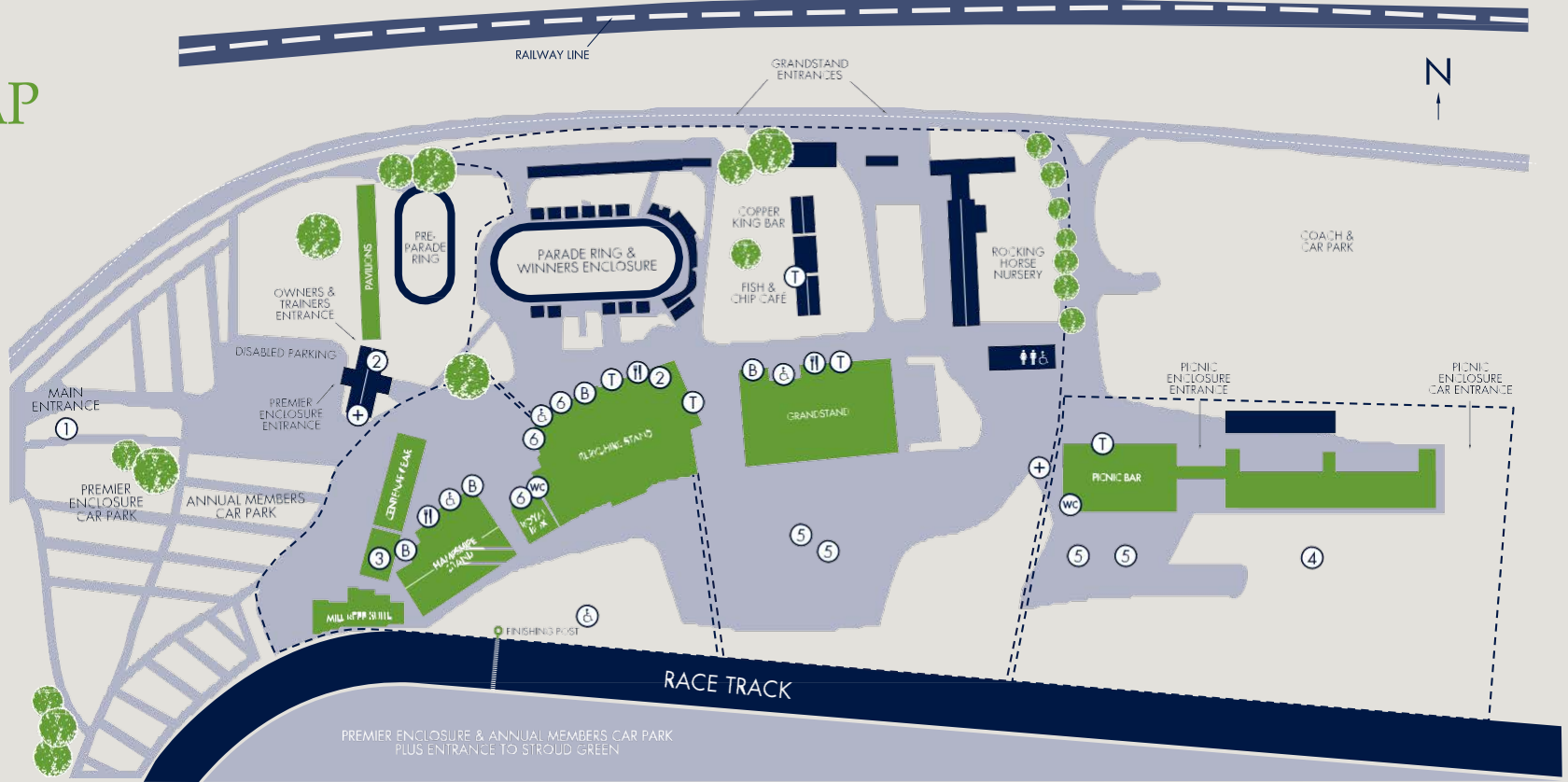
Newbury Racecourse
Berkshire RG14 7NZ
Telephone: 01635 40015
Fax: 01635 5283 54
Email: info@newbury-racecourse.co.uk
www.newbury-racecourse.co.uk



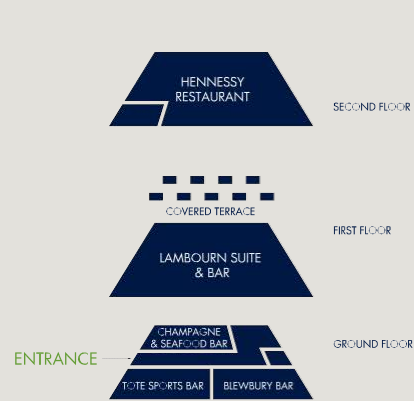
Getting around Newbury Racecourse

COURSE MAP

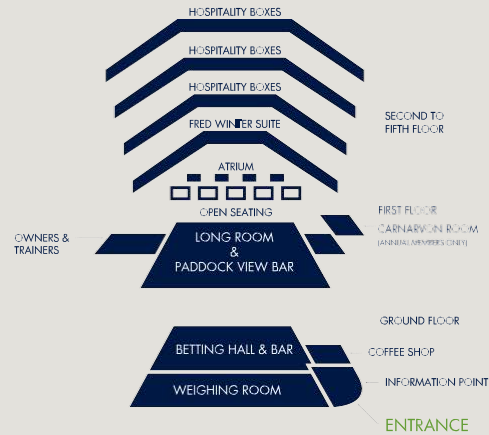
- ① GATEHOUSE
- ② OWNERS & TRAINERS' BAR
- ③ RACE DAY OFFICE
- ④ PICNIC CAR PARK
- ⑤ BOOKMAKERS
- ⑥ ANNUAL MEMBERS' FACILITIES
- T TOTE
- + FIRST AID
- WC TOILETS
- B BAR
- FD FOOD & DRINK
- ♿ DISABLED ACCESS



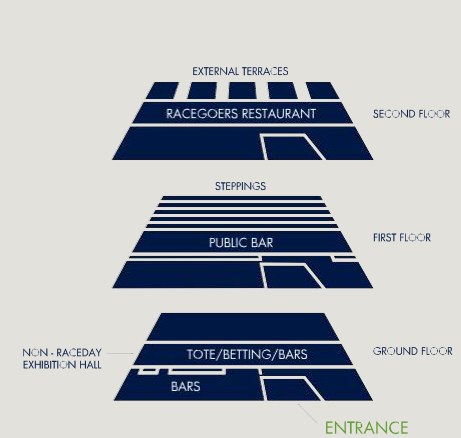
THE HAMPSHIRE STAND



THE BERKSHIRE STAND



THE GRANDSTAND





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Hotels in the Newbury Area

Listed below are the contact details for accommodation in the Newbury Area. You may also like to go to the tourist website: www.visitnewbury.org.uk/accommodation where you will find more information.

Hotel	Tel No.	Miles from Racecourse	No of Bedrooms
Newbury Centre South****	0333 234 6476	Half Mile	109
The Bacon Arms	01635 318 222	1	14
The Chequers Hotel***	01635 38000	1	56
The Pilgrims Guest House	01635 406 94	2	17
Newbury Manor Hotel ***	01189 692277	2	34
Guest Houses, Pubs & Inns Hare & Hounds Hotel **	01635 521 152	2	30
Donnington Valley Hotel ****	01635 551 199	3	111
Regency Park Hotel ****	01635 871 555	3	109
Hilton Newbury North ****	01635 247 010	4	115
The Bell at Boxford	01488 608 721	5	10
Mercure Newbury Elcot Park ****	01488 853306	6	72
The Crab & Boar at Chieveley	01635 247 550	6	10
The Furze Bush Inn	01635 253 228	7	10
The Bear at Hungerford ***	01488 682 512	8	39
Three Swans Hotel ***	01488 682721	8	25
Holiday Inn, Reading West ***	03333 209346	9	50
Compton Swan Hotel	01635 579 400	12	5



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Contractors Forms to be Returned

Aim	Page	Return at the Very Latest By:
Company Nameboard	18	25th April 2024
Shell Scheme Extras	19-20	25th April 2024
EFI Freight Order Form	23	26th April 2024
Havills Electrical Extras Form	24-25	12th April 2024
Europa International Furniture Hire	26-27	18th April 2024

IMPORTANT NOTE

There is no Furniture brochure this year but please visit their website www.europainternational.com for their full range. The order form is included in this manual.



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Shell Scheme Visual



Note: Carpet will be Blue with Grey Walls



AIMEXE LTD
PO BOX 33
Winkleigh, Devon, EX19 8WH
Tel: 01395 274234
info@aimexe.co.uk
www.aimexe.co.uk

EMC & CI, Newbury Racecourse
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NAME BOARD ORDER FORM

Stand No.....

Company Name.....

Address

.....

Tel. no

Contact.....

Your FASCIA NAME BOARD will be produced in a standard lettering style and size

* Please enter FASCIA NAME BOARD TITLE (up to 25 characters) below

Insert Fascia Name Required:

.....

**Please preferably return forms via email but if you must, post please send forms to:
AIMEXE LTD, Unit 37, Dinan Way trading Estate, Exmouth, EX8 4RS
email: info@aimexe.co.uk**

ORDER DEADLINE: 25th April 2024

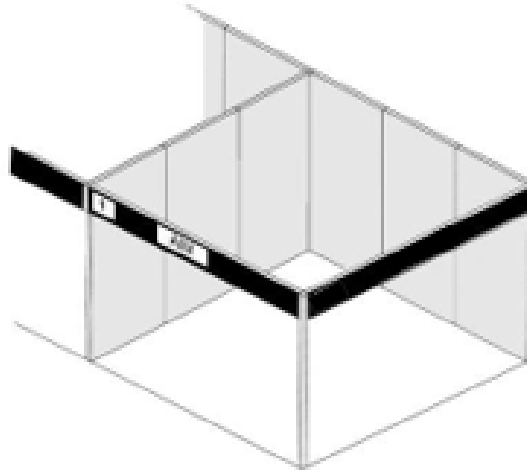
**** PLEASE NOTE: If we do not receive confirmation by the deadline date the Company Name provided by the Exhibition Organiser will be used on the Fascia Name Board***

Stand Fitting Order Form

Extra Requirements



Please indicate below on the plan showing the position of any extra stand fittings, or forward to us a separate plan with details of your required specifications. N.B. If no diagram is provided, extra items will be positioned at our discretion and charges will be made for any changes



- ➔ Shell units are made up of 2.44m high c 1.0m wide flush fitting panels, made of light grey polyweave, Velcro compatible materials
- ➔ The fascia is 300mm deep covered with blue polyweave, Velcro compatible fabric
- ➔ Aluminium corner poles are 38mm x 38mm
- ➔ Each open side to the stand is supplied with a company title board and stand number
- ➔ If a stand has an open front in excess of 6m, then an aluminium pole will be required in the middle

Terms and Conditions

- ➔ All items are on hire for this exhibition only
- ➔ Under no circumstances must anything be nailed, crewed or glued to the shell scheme.
- ➔ Hire items damaged or lost will be charged at the cost to repair or replace.
- ➔ All orders must be received and paid for in full 14 days before the show
- ➔ Orders received late will be subject to a £30.00 + VAT late booking administration charge

I / We agree to the hire terms and conditions above

Signed	
Print Name	
Date	



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Freight Handling & Transport

FREIGHT FORWARDING

We have appointed EFI Logistics as the official freight forwarding agents & sole lifting contractor for this event.

If you are not using your own transport you are strongly advised to dispatch goods via the official contractor as they will be the only operators capable of tracking and tracing on site. Please refer to the order form on page 23.

CUSTOMER SERVICE CONTACTS

Please contact the EFI EMC&CI 2020 team at any time with freight/ customs/ lifting/ storage related questions:

Susan Barton

E-mail: susan.barton@efilogistics.com

Website: www.efilogistics.com

Tel: + 44 1444 871314

Fax: + 44 1444 237749

INTERNATIONAL SHIPMENTS/ CUSTOMS

EFI provide door to stand transport services by road, sea and/ or airfreight from all international locations. EFI will operate a complete UK Customs Clearance service, including temporary import facility for non-EU goods arriving for the show. Goods under bond for EMC UK must be re-exported by EFI after the show.

For exhibitors who wish to use their own freight company, please ensure your shipment is consigned correctly:

Consignee:

EMC&CI 2024

c/o EFI Logistics

Unit 1, Mid Sussex Business Park Folders Lane East

Ditchling Common

West Sussex BN6 8SG,

United Kingdom

Contact: Susan Barton

Tel: +44 1444 871314



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Lifting & Handling On Site

LIFTING & HANDLING ON SITE

EFI Logistics have been appointed as the sole official on site lifting and handling contractor= for EMC&CI 2020. All lifting on site must be done directly by EFI Logistics. For further information please refer to the information on Freight Forwarding, and their order form in this manual.

Please contact EFI to schedule delivery of all large (over 200 cms any one measurement) or heavy (more than 200 kilos gross weight any one piece) exhibits.

STORAGE

It is not permitted to store packing materials (cases, pallets etc) in the hall. EFI will operate an empty case storage service: they will tag, remove, store and return your empty packing materials on request. Please order this service in advance using our form in this manual.

ADVANCED RECEIVING WAREHOUSE

Shipments can be delivered to the EMC&CI 2024 Advanced Receiving Warehouse up to 2= weeks in advance of the show. All freight will be consolidated and delivered to the show venue= on first day of move in. The operation will operate in reverse after close of show. All cases/pallets/ pieces must be clearly marked with the following information:

EMC&CI 2020 c/o EFIFI

Exhibitor Name: _____

Stand Number: _____

Piece Number: _____ of _____

Shipments must be delivered to the EMC & CI 2024 Advanced Receiving Warehouse at the following address Monday to Friday between 08:30 and 17:00 hours
(latest date Friday 26th April 2024)

EMC&CI 2024 Advanced Warehouse
c/o EFI Logistics
Unit 1, Mid Sussex Business Park
Folders Lane East
Ditchling Common
West Sussex
United Kingdom
BN6 8SG



FREIGHT ORDERFORM

Service must be pre-ordered via e-mail or fax by latest 26th April 2024

SHOW NAME/ LOCATION/ DATES : EMC&CI 2024, Newbury, UK

Exhibitor:	Stand No:
Company:	Telephone:
Address:	E-mail:
Town /City:	VAT No.:
County/ Postcode:	Country:

COLLECTION from

Please insert location

address for collection of your shipment

ADVANCED Receiving Warehouse

We will deliver to the Advance warehouse in the week prior to the show

Please provide all services to EMCUK by

Surface transport / Seafreight

Airfreight

We require the following services from arrival in the UK

Customs clearance and transfer to the exhibition venue

On Site handling - unloading, delivery to stand, storage of empty packaging

Insurance (check one box):

We have our own Insurance

Insurance Cover required for (amount)

SHIPMENT DETAILS:

Insert details of your shipment here (sizes, weights and description of cargo). Please use separate sheet if necessary

Advanced Payment/Guarantee (Delete as applicable) - required with order. Please complete this section.

Should the terms of the invoice be exceeded EFL reserve the right to debit the Credit Card if used as guarantee

Payment by Credit Card is subject to 3% credit card fee

Credit card details: **American Express** **MasterCard** **Visa**

Number: [][][][] - [][][][] - [][][][] - [][][][] **Expiry (mm/yy)** [][][][] [][][][]

CSC Number (Visa/Mastercard last 3 digits back of Card/ Amex 4 digits front of card) _____

Cardholder name: _____ **Signature:** _____

We have read and accept your terms and conditions - BIFA 2005 A

All prices are correct at time of publication and are subject to change without prior notice.

Move-in schedule/ dates/ times per published organiser instructions/exhibitor manual.

All rates are quoted in and shall be settled in **Pounds Sterling**.

Return this form to EFL Logistics. Remember to keep a copy for your records.

1) via e-mail to ops@efilogistics.com or 2) via facsimile to + 44 1444 237749

EMC UK EXHIBITION & CONFERENCE
 NEWBURY RACECOURSE
 22nd - 23rd MAY 2024

SHELL SCHEME ELECTRICAL EXTRAS ORDER FORM

ORDER & PAYMENT TO BE RECEIVED NO LATER THAN **12th April 2024** TO AVOID A 20% SURCHARGE

DESCRIPTION	COST	QUANTITY	TOTAL CHARGE
5FT Led Strip Light	£50.80		£
1m Track (For Spotlights)	£25.70		£
100-Watt Spotlight (For Track)	£13.20		£
Long Arm Spotlight	£50.80		£
Single 1000-watt socket	£50.80		
Single 2000-watt socket	£53.30		£
Single 3000-watt socket	£55.95		£
Twin 2000-watt socket	£63.60		£
Connection to Client's Own Equipment	£50.80		£
Compulsory Test & Inspection Fee	£11.90		£11.90

UK VAT NO. 908 713 320
 VAT is payable on all orders delivered in the UK.
 Bank Details:
 Account No: 74572091 Sort Code: 55-70-01
 Account Name: Havills Exhibitions LTD
 Swift Code: NWB KGB 2L
 IBAN NO: GB 47 NWBK 557001-74572091

NET TOTAL	£
20% LATE ORDER SURCHARGE	£
SUB TOTAL	£
VAT	£
TOTAL	£

Please return your completed form to info@havillexhibitions.co.uk (PDF or WORD format)

*Please note the order and payment deadline dates as specified above to avoid surcharges.

PLEASE SPECIFY METHOD OF PAYMENT:	BACS:	CREDIT CARD:
COMPANY:	PO. NO:	STAND NO:
ADDRESS:		
CONTACT NAME:		
TEL NO:	MOBILE:	
EMAIL:		
ORDER AUTHORISED BY:	DATE:	

NB. Please note that as standard sockets are attached to the shell walling of your stand & the lighting to the rear of the fascia.

If you require lighting within the stand a lighting bar may be required. Please contact us for further advice.

You will need to make special arrangements for space only stands.

If you require your electrical points to be positions elsewhere than stated above on your stand, please send a rough drawing/diagram showing their required locations on your stand in with this order form prior to the order deadline date.

TYPICAL LOADING SUGGESTIONS

Spotlights – 100w to 300w / 0.42 to 1.26amps

Computers/Refrigerators – 250w to 500w / 1.05 to 2.10amps

Photocopiers – 2000w to 3000w / 8.4 to 12.6amps

Kettles/Coffee Machines – 3000w / 12.6amps

TERMS & CONDITIONS FOR THE SUPPLY OF ELECTRICAL ENERGY & FITTINGS ON HIRE

1. Supply 230 volts single phase, 400 volts three-phase 50 cycles alternating current (AC).
2. The charges detailed on the price list include for the supply ON HIRE and installation from the electricity power supply, a proportion of the necessary mains cable, overhead/underground network, switch fuse and control gear, together with all necessary circuit wiring and fittings and for taking down and removing at the close of show and standby.
3. ALL SUPPLIES will be TURNED OFF AT NIGHT. Should 24hr supply be required you must contact us to arrange before the order deadline date shown OR follow instructions given on the order form.
4. The electrical supply will be terminated at the nearest point on the stand to the distribution board. Exhibitors requiring a different termination point should give details on a separate sheet and attach it to the application.
5. It is strictly understood that ONE item of equipment only is to be connected to each point. THE USE OF ADAPTORS IS PROHIBITED.
6. Exhibitors will be held responsible for any materials, etc, which are damaged or missing at the end of the show AND IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO ENSURE THAT EQUIPMENT IS RETURNED IN GOOD ORDER.
7. Applications for the supply must be received by us NOT LATER THAN THE DATE SHOWN ON THE ORDER FORM ABOVE, after which date no guarantee will be given that the work will be carried out, but if it is carried out the cost will be as price list plus the surcharge for modifications to our supply network.
8. We reserve the right to refuse to connect to the supply any faulty equipment. Any work carried out on equipment to bring it to the required standard will be charged on a time and material basis and payable in advance.
9. THE USE OF PERSONAL GENERATING SETS IS STRICTLY PROHIBITED.
10. Supply of electricity should normally be available to most stands from mid-day on the day prior to the show commencing until the official closure of the show. However, should this not be possible, for whatever reason, this Company cannot be held responsible and will NOT accept any claims for loss of earnings or otherwise.
11. Refunds for cancellations will only be given if notice of cancellation is received by the Company prior to the deadline for ordering date as stated on the order form above. Where written cancellation is received later than this date the services ordered will be charged at the full rate, as the work is prepared in advance.
12. Any portable electrical appliance intended for use at this event must display a valid PAT (Portable Appliance Test) certificate, otherwise power will not be connected.
13. Any exhibitor making connections themselves to the network or multiple connections from one stand to the stand of another exhibitor will be immediately cut off from the original supply point and service denied to them.
14. Positions of points on your stand will be at a mutually agreed practical position. Alterations may result in further charges. All electrical equipment fitted to the stand is on hire and will remain the property of Havills Exhibitions Ltd after the exhibition.

All enquiries to info@havillexhibitions.co.uk

Tel: 01803 314000

Havills Exhibitions Ltd

Unit 1, Woodland Trading Estate

Woodland Road, Torquay, TQ2 7AT

the furniture, carpet & panel hire people



ESSA | Event Supplier and Services Association **orderform**

europa international - europa house
meaford way - london - se20 8ra
tel: + 44 (0) 20 8676 0062
fax: + 44 (0) 20 8676 9976
sales@europainternational.com

www.europainternational.com

EMC UK 22nd-23rd MAY 2024 NEWBURY RACECOURSE DEADLINE: 18th APRIL 2024

FLOORCOVERING : Stand size m x m :

Stand number: _____

NB ALL floorcovering based on 4m width – For irregular shape stands please ask for quote

QUALITY	DESCRIPTION	COLOUR / REF	m2	UNIT PRICE m2	TOTAL
i-cord [4m]	Ribbed recyclable carpet			£12.50	
i-style [3m]	Pre-poly covered carpet			£12.50	
i-vinyl [4m]	Vinyl floorcovering			£20.00	
i-velvet [4m]	Cut pile tufted carpet			£30.00	
PL018	18mm Wooden sub-floor			£25.00	
PE018	18mm Aluminium edging			£15.00	
PL040	40mm PVC sub-floor			£30.00	
PE040	40mm Aluminium edging			£17.00	
PC001	Polythene protective cover			£6.00	
Preferred Laying Date.....NB MINIMUM ORDER £75.00				Floorcovering £	
For help with your order please call 020 8676 0062				VAT @ 20%	
TOTAL FOR FLOORCOVERING ORDER				Total £	
TOTAL FOR FURNITURE AND FLOORCOVERING				Total £	

Company

Contact Name

Address

.....

.....

Post Code.....

VAT NO

Email address.....

Tel no.

Fax no.

Stand No..... Hall

I have read and accepted the conditions of hire overleaf

Signed..... Date

Please complete the following if you wish to pay by credit card:
Please debit my Maestro, Delta, Amex, Mastercard or Visa
* delete as appropriate

--	--	--	--	--	--	--	--	--	--	--

Expiry date /

We will contact you to obtain security code or issue no.

Cardholders Name

Company Name.....

Bank details:

HSBC Bank plc, 141 High St, Beckenham, Kent BR3 1BX

Sort code: **40-09-25** Account no. **31466844**
Swift code: **HBUKGB4118F**
IBAN NO **GB10HBUK40092531466844**

CHEQUES SHOULD BE MADE PAYABLE TO **EUROPA INTERNATIONAL**
AND DRAWN ON A U.K. CLEARING BANK.
PLEASE INCLUDE YOUR PAYMENT IN FULL WITH THIS ORDER.
VAT No 205 3716 90

CONDITIONS OF HIRE

1. **Europa International** herein after **the company** let furnishings on hire only on the following terms and conditions and will not accept or be bound by other conditions so far as they conflict with the following.
2. The period of hire commences from the time of delivery to the person destination or site indicated on the order form from the hirer or where ordered on the telephone by the instructions of the person placing the order. This shall continue until the furnishings (comprising of furniture, carpet and modular) are accepted back by the company. RISK OF LOSS OR DAMAGE will be on the part of the hirer throughout the period of the hire until collected or delivered back to our premises.
3. The hirer shall rent the furnishings at the rates quoted by the company or any subsequently increased rate in force at the commencement of the hire period. The company reserves the right at any time without notice to increase charges (particularly where there is a change in the value of the pound sterling). The hirer undertakes to fully insure all furnishings for the hire period plus at least 3 days prior and 1 day after the conclusion of the event for a sum of not less than five times the hire price.
4. The hirer shall provide at the specified destination a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this the company shall issue a delivery note to the hirer as conclusive proof of time and delivery by the company.
5. The company rents furnishings in good order and condition. The receipt signed by the representative of the hirer or in the absence of such a receipt the company's delivery note shall be conclusive evidence of such good order and condition unless at the time of delivery or within 24 hours the hirer shall notify any defect to the company by telephone or fax whereupon all responsible efforts will be made to rectify the problem. The hirer undertakes to take care to avoid damage or theft of hired items and to take all reasonable steps to keep and return the furnishings to the company in first class condition. If items of furniture are broken, damaged or lost then the hirer is liable to repair or replacement costs as agreed between Europa International and the hirer. NOTE: - We reserve the right to upgrade or change any item that is out of stock.
6. The company will endeavour to effect delivery of hired furnishings at the time indicated by the hirer but will not under any circumstances be liable for any delay in delivery caused by circumstances beyond the company's control. Liability for any delay in any case will be limited to the refund of any hire charges already paid by the hirer relating to periods of non-delivery or late delivery.
7. Instructions of the hirer (different from those on the requisition) cannot be carried out unless given in writing to the company 7 days prior to action required and accepted by the company in writing. The company shall not be liable for any failure to perform its obligations under this Agreement due to circumstances beyond the parties' reasonable control including, but not limited to, acts of God, war, government regulations, disaster, disease, epidemics, pandemics, quarantine restrictions, terrorist actions, strikes, civil disorders, curtailment of transportation facilities or other emergencies that make it illegal or impossible for a party to perform its obligations under this Agreement. At the discretion of the company a charge of not less than 25% may be made on all orders cancelled prior to delivery. For on-site cancellations where delivered correctly NO refund will be issued.
8. If the hirer fails to make available for collection the furnishings at the end of the hire period the hirer shall be liable to pay loss of hire charge at a pro-rata rate until such time as the furnishings are returned to the company or notifies the company by recorded delivery of the loss of furnishings.
9. The hirer will be expected to empty all lockable items of their property at the close of show. The company can not be held responsible for goods left in said items and removed to effect collection.
10. The furnishings shall remain the property of the company and the hirer shall at all times keep the furnishings in their possession and free from any lien charge or other encumbrance whatsoever. The period of hire shall cease forthwith in the event that any winding up procedures (compulsory or voluntary) are commenced in respect of the hirers business or if any receiver trustee or liquidator is appointed of the hirers business or of any substantial part of its assets.
11. CARPETS & TILES. - All skirting to platforms must be removed to allow carpet to be fitted over the edge. Extra cutting due to machines, stand building etc. plus any damage to carpets or tiles: - i.e. oil, ink, ripping etc. we reserve the right to charge. Fitting to design or walls will be charged as extra. All carpets (not tiles) are laid on an outright sale basis unless arranged otherwise.
No liability shall be attached to Europa International for:
 - (1) Skirting which has to be removed for the purpose of laying carpets.
 - (2) Loss or damage however caused to customer's own goods.
 - (3) Any dilapidation for fixing to hall floors (we use low tack tape, as specified).All carpets are charged by using full widths of carpet (normally 4 metres wide) in the most economical method.
12. Hire period is up to 7 days and thereafter a supplementary hire charge may be applied on a daily pro-rata basis. Prices include delivery and collection within the UK where we are the appointed contractor. On international and other events there may be a delivery charge, subject to value, which we will inform you of before processing the order.
13. Unless otherwise agreed all charges as per invoices shall be paid 21 days prior to delivery.
14. As part of our ongoing commitment to data privacy, secure document storage & processing in line with the GDPR regulations which came into effect on the 25th May 2018, we have created a new privacy policy which is available upon request or viewable online www.europainternational.com/privacy-policy.aspx.... If you wish to have your personal data removed from our database after the event is completed, please put this in writing to Europa International, Meaford Way, London, SE20 8RA or alternatively please e-mail us on privacy@europainternational.com. If you don't make contact and request the removal of your personal information post event, we will securely store it & only use it in accordance with legitimate ongoing business.