A close up of a logo

AI-generated content may be incorrect.

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| BRITISH ORTHODONTIC CONFERENCE |
| ICC WALES |
| 24th – 26th SEPTEMBER 2025 |

**AUDIO VISUAL ORDER FORM**

ORDER & PAYMENT TO BE RECEIVED NO LATER THAN **MONDAY 8th SEPTEMBER 2025** TO AVOID A 20% SURCHARGE

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **UNIT COST** | **QUANTITY** | **TOTAL CHARGE** |
| 32” LCD Display with Stand | £277.50 |  | £ |
| 40” LCD Display with Stand | £315.00 |  | £ |
| 55” LCD Display with Stand | £367.50 |  | £ |
| 65” LCD Display with Stand | £480.00 |  | £ |
| 75” LCD Display with Stand | £652.50 |  | £ |
| 80” LCD Display with Stand | £780.00 |  | £ |
| 86” LCD Display with Stand | £900.00 |  | £ |
| Digital Signage Player  (incl online management, of content, needs WiFi or hardwired ethernet) | £75.00 |  | £ |
| Media Player | £37.50 |  | £ |
| Mounting Fee (if required) | £150.00 |  | £ |

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](mailto: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: | |

**Terms and Conditions of Hire**

For the purposes of this document the following terms are defined as follows:

“Hirer” - The individual, company or organisation that has entered into a Hire Agreement for the Equipment from the Owner.

“Owner” – Havills Exhibition Services

“Equipment” – Items of sound, lighting, video or other technical apparatus, be they electrical items or otherwise, supplied by the Owner to the Hirer in terms of the Hire Agreement.

“Services” - Additional non-Equipment supplies such as transport, labour, design and testing, supplied by the Owner to the Hirer.

“Hire Agreement” – The agreement for the supply of the Equipment by the Owner to the Hirer

1. The Hire Agreement shall come into force on receipt of a verbal or written order for Equipment or Services or when the Hirer confirms their booking by payment of the fee in full or in part.

2. The Hirer should also submit a written confirmation of the Equipment and Services to be provided. The Owner cannot accept liability for errors or omissions in Equipment or Services provided where no written confirmation has been received.

4. Hire fees run from the date / time of delivery of the Equipment until the date / time of collection unless otherwise agreed by both parties in writing.

5. Payment must be made in full by the start of the hire period and must be cleared funds.

6. Where the Hirer cancels a confirmed booking, the Owner reserves the right to charge a cancellation fee. If cancelled on the day of hire the full hire charge will be payable. Within 72 hours of the hire 75% of the hire charge will be payable. Within 7 days of the hire 50% of the hire charge will be payable. Within 14 days of the hire 25% of the hire charge will be payable. Charges for labour are non-refundable and will be charged in full.

7. Where delivery and/or collection has been requested by the Hirer, any times given shall be regarded as an estimate only and the Owner accepts no liability for delays incurred in the execution of this service by whatsoever cause or for any losses incurred as a result of such delays.

8.2 Delivery and collection of Equipment shall be made to the requested area within the event or exhibition stand. The responsibility for the movement of the Equipment within the event or exhibition stand responsibility of the Hirer unless previously arranged otherwise.

9. The Equipment remains the property of the Owner at all times.

10.1 The Hirer assumes full responsibility for the equipment once it has been delivered to the event or exhibition stand.

10.2 The Hirer shall indemnify the Owner for any damage and/or loss to the Equipment regardless of the cause.

10.3 The Equipment shall be assumed to be ‘on hire’ until it is collected from the event or exhibition stand by the Owner.

10.4 The Owner reserves the right to request a Security Deposit to be paid at the start of the hire to cover against damage, loss or extension of the hire period. The Hirer agrees that any such costs may be deducted from this deposit by the Owner. The Hirer also agrees that any costs that exceed the amount covered by the Security Deposit will be paid to the Owner on request. If no losses, damage or hire period extensions have occurred then the Owner will refund the deposit in full within 7 days of the end of the hire.

11 The Equipment shall not be modified in any way by the Hirer or by anyone acting for or on behalf of the Hirer.

12 The Owner shall not be made liable for any damage caused to equipment not supplied by the Owner by the Hirer and/or their employees or agents connecting such equipment to the Equipment supplied by the Owner and/or a third party appointed by the Owner.

13 The Hirer shall insure that the use of the Equipment will only be carried out by properly trained and competent personnel. The Owner accepts no liability in respect of damage to personnel or property whilst the Equipment is on hire to the Hirer.

14. The signature given on collection or delivery of the Equipment from/to the Hirer will constitute an acceptance on behalf of the Hirer that the Equipment was complete and in correct working order.

15. All Equipment is checked before leaving the Owner’s premises. In the event of a defect, however, the Owner’s liability shall be limited to replacing and/or repairing the defective component. The Owner shall not be held liable for any damage or defect caused by negligent handling other than by its staff or agents or for any damage to the Equipment resulting after delivery or collection by a carrier or their appointed agents.

16. Where Equipment is returned in an unreasonable state of repair or in a dirty condition the Hirer will be liable to a cleaning charge plus the cost of any repairs or replacement of parts required to return the Equipment to its condition prior to the commencement of the hire as per clause 10.2.

17. All cabling will be supplied coiled and taped and should be returned in a similar fashion with all rigging tape and dirt removed. A charge of £0.85 plus vat per cable will be made for any recoiling necessary. Any missing and/or damaged connectors will be charged at a rate of £5.00 plus vat in addition to the cost of the connector. A cleaning charge will be levied for cables returned in a dirty condition.

18. Any failed and/or replaced lamps should be returned along with the Equipment for inspection. Failure to do so will result in the Hirer being charged for the replacement of the lamp in question. If it is found that the lamp has been damaged through mishandling by the Hirer and/or their employees or agents the Hirer shall be charged for the replacement of the lamp in question.