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 |

**SHELL SCHEME FITTING EXTRAS ORDER FORM**

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

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| --- | --- | --- | --- |
| **DESCRIPTION** | **COST** | **QUANTITY** | **TOTAL CHARGE** |
| Additional Wall Panel 2.44m high x 1m wide | £32.90 |  | £ |
| 1m x 1m cubicle, 2.44m high with lockable door | £163.60 |  | £ |
| Additional Company Nameboard | £18.15 |  | £ |
| Velcro 1m length | £2.20/m |  | £ |

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

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

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.

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

PLEASE ENSURE THAT YOU **CLEARLY** SHOW WHERE YOU WOULD LIKE YOUR EXTRA FITTINGS ON A FLOOR PLAN OF YOUR STAND OR AS A ROUGH DRAWING IN THIS BOX.

**TERMS & CONDITIONS FOR THE SUPPLY OF SHELL SCHEME FITTINGS ON HIRE**

1. The charges detailed on the price list include for the delivery, supply ON HIRE, installation, breakdown and collection, Exhibitors will be held responsible for any items, 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.

1. Applications for the supply of additional shell fittings 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.
2. 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.