



Invoice Postcode:

On line Order Service

Existing Customer - Login

Login using your e-mail address and password
Email Address
Password
Login
Forgotten your password? Click here and we will email your pasword to you.
New Customer - Register
You will only be required to submit this data once.
Registering will enable you to identify the exhibition you are exhibiting at and place orders for your stand. Once you have registered you will be able to access your account at anytime prior to the exhibition opening and review or change your order details.
Please provide the details of the company exhibiting:
Company Name:
Contact Name:
Invoice Address:

By registering in the Exhibitor Zone you will opt in and be able to:

- Order Electrical Fittings including spotlights, fluorescent lights, sockets and power supply.
- Order stand fitting items including shelves, night sheets, lockable cupboards, flooring, muslin ceilings and a whole host more items
- Request a call from Moyne to design and build your stand
- · View frequently asked questions
- · Review your order history details

How to pay:

We accept major credit and debit cards and bank transfers. Please note we do not accept payment by cheque.













Privacy Policy:

Your privacy is very important to us and we will look after your details safely and securely. All card details are automatically deleted from our system after each exhibition and no hard copy records exist of transaction details. For more details, <u>Click here</u> to view our Privacy Policy.



Set Up your Stand Order

To access the correct order forms and purchase items we need to know which exhibition you are exhibiting at. Select the exhibition from the drop down box, input your password and click on the 'Go To Order Forms' button. The next time you log in your orders will automatically appear in the 'My Existing Orders' section below.

Select an Exhibition:	Select ▼	
Passcode:		
	Go To Order Forms	

My Existing Orders

The stand orders you have placed are detailed below. Use the buttons to view or print your order.

Please note that changes to orders may be subject to additional charges if the early booking discount rate has ended since you last placed your order.

If you need to add items please place an additional order. To change an existing order call us on +44 (0) 208 997 8596

You have no orders.







Early Booking Rate Ends: 07/01/2011 Standard Booking Rate Ends: 23/01/2011 On Site Orders Commence: 24/01/2011

Provide us with your stand details and then place your order for Electrical Fittings, Stand Fittings and Stand Name Board (name boards for shell scheme exhibitors only). Once you have placed your order you will be able to save and print a copy. You will also receive email confirmation.

Online payments will end at 5pm on the day prior to the first day of the exhibition build. After this time orders must be placed at the Moyne Exhibitions Service Desk in the exhibition hall. All orders placed at the exhibition incur a 20% surcharge on the standard booking rate.

Your Stand Details

Stand Number:	
Exhibiting Company Name:	Moyne Exhibitions - test

Electrical Fittings

Electrical Items

Ref	Description	Price	Quantity	Total
GPR	120w General purpose spotlight		0	£ 0.00
F8	8ft Fluorescent fitting		0	£ 0.00
F6	6ft Fluorescent fitting		0	£ 0.00
SK	Socket outlet @ 500w (2 amps)		0	£ 0.00
SK1	Socket outlet @ 1000w (4 amps)		0	£ 0.00
CO5	Connection to clients own fitting up to 500w		0	£ 0.00
CO1K	Connection to clients own fitting up to 1000w		0	£ 0.00
LT3	4ft Light track including 3no. 120w spots		0	£ 0.00
LT3/L	4ft Light track including 3no. 50w 12v spots		0	£ 0.00
F5	5ft Fluorescent Fitting		0	£ 0.00

Shell Items

Ref	Description	Price	Quantity	Specs	Total
Α	Wall Panels: 2.5m x 1m wide		0		£ 0.00
В	Lockable Door: Fits into 1m panel		0		£ 0.00
С	Curtained Entranceway: White coloured curtain on track		0		£ 0.00
D	Hat & Coat Rack: 5no. hooks on 1m batten		0		£ 0.00
Е	Shelf: 1000mm x 300mm white melamine)	0		£ 0.00
G	Chain Hanging Packs: 2no. hooks and chains		0		£ 0.00
Н	Muslin Ceiling: White muslin ceiling (per m2)		0		£ 0.00
L	Night Sheeting: Complete with padlocks		n		£ 0.00

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Frequently Asked Questions

Q: How many spotlights should I order?

A: As a general rule we suggest 1 general purpose spotlight for every $3m^2$

Q: How do I know which socket to order?

A: Always look at the wattage requirement on your appliance. Ordering the wrong power supply could blow the fuse on your stand and will lead to an additional 20% charge on the Standard Rate for changing the order at the show. If in doubt call us. Guidelines for ordering sockets:

500w (2 AMP) is suitable for either a mobile phone charger, laptop, small television and DVD or small fridge. Two way extension is acceptable as long as the appliances do not exceed 500w

1000w (4 AMP) is suitable for a plasma screen and projector. Two way extension is acceptable as long as the appliances do not exceed 1000w 2000w (8 AMPS) is suitable for four appliances with a total loading of 8 AMPS run off an extension or one appliance with a wattage requirement of 2000w / 8AMPS.

3000W (12 amps) is suitable for heating appliances such as kettles and coffee machines. Four appliances can normally be run off this socket as long as they do not exceed 3000w / 12 AMPS.

Q: Can I bring an extension lead to the show to power more than one appliance off my socket (s)?

A: Extension leads can be used but the guidelines for ordering sockets detailed above must be followed. In all cases the extension lead must not exceed 2m in length. Only one extension unit can be used per socket.

Q: Why is there an early booking price, standard booking price?

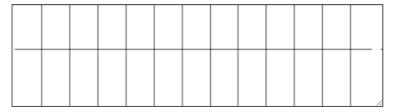
A: After the early booking date the venue adds a 20% surcharge on all electrical mains charges. This surcharge is passed on to you in the standard rate charge.

Stand Fittings

Shell Scheme Name Board Details

Companies who have booked shell scheme stands must complete this section

Stand Name to appear on the Name Board (26 characters and spaces permitted)



Payment Details

Please select a payment method from the options below.

© Card Payment (secure online)
© BACS Payment

Please complete your card details below. Your card details will be sent using our secure server. Credit cards carry a surcharge which is added automatically to your total.

Card Type	Select	•
Name on card		
Card number		
Expiry Date	Month ▼	Year ▼
Security Strip		

Confirm Order

To confirm your order, click the 'Place Order' button below. If you click 'Cancel' your order details will not be saved

Name Board Important Reminders

The deadline for submitting name board details is 7 working days prior to the first day of the exhibition build up

If we do not receive name board details a name board will be produced using the Organisers Exhibitors List.

Any name board changes after the deadline date will be charged at £25 per name board.

Abbreviation may be used if the number of characters exceeds the permitted amount i.e. Limited = Ltd Company = Co Corporation = Corp

Exhibitors should ensure that the details submitted correspond with those submitted for the Exhibition Manual

All name boards will be produced in Upper and Lower case format, unless otherwise stated by the organiser.

Credit & Debit Card Payments

Moyne Exhibitions cannot be held responsible for orders that are not processed due to card payments being declined. It is the exhibitor's responsibility to ensure payment is made with a valid card.

Should card payments be declined you will be informed and asked to provide an alternative card. If the prices have changed i.e from the early booking to the standard booking rate over this period the higher rate will be charged.

BACs & Swift Payment

If you are paying by bank transfer please note that orders will not be processed until funds have been received. On receipt of payment an email will be sent confirming the order.

It is the exhibitors responsibility to ensure that funds have reached our account before the Early Booking rate expires. If the prices have changed i.e from the early booking to the standard booking rate over the period of the transfer the higher rate will be charged. If in doubt please use same day Swift Payment.