

Shell Scheme Nameboard Return

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|-----------|------------------------------|------------|--|
| Show | EMC 2012 | Show Dates | 16 th – 21 st September 2012 |
| Return By | 19 th August 2012 | Venue | Manchester Central |

| | | | |
|-----------------|--|-----------------|--|
| Hall / Stand No | | Company | |
| Contact Name | | Invoice address | |
| | | Post Code | |
| Telephone | | Fax | |
| VAT No. | | Signature | |
| Email | | | |

Return form to:**Andrew Waters-Peach**

Melville Graphic Services
Silverstone Drive
Gallagher Business Park Coventry
West Midlands
CV6 6PA
T: +44 (0) 247 638 0064
E: andrew.waters-peach@melville.co.uk

Please Return Form By:

19th August 2012

If you have booked a shell scheme stand through the Organiser, we will build your stand. Your company name and stand number will be supplied on a standard panel fixed to the front of your stand. Please fill this form and return before the deadline date to ensure your name panel is correct.

NAME THAT YOU WISH TO APPEAR ON YOUR SHELL SCHEME

Please type or print in BLOCK CAPITALS, as mistakes resulting from illegible handwriting will be charged for maximum of 34 characters including spaces

Please note

1. Receipt of this form cannot be confirmed due to the volume received.
2. If this form is not returned by the deadline date, the name shown on your contract will be that used for your name panels.
3. Alterations at the exhibition will be charged at £30.00 + Vat per panel.
4. If you have booked a shell scheme after the deadline date please return this form immediately.
5. All name panels will be reproduced in BLOCK CAPITALS unless written permission from the organiser is given.
6. In all cases abbreviations will be used, IE Limited becomes Ltd, Company becomes Co. etc

We can provide a logo on your shell scheme stand name board. The cost per logo will be £50 + vat or £40 plus VAT for two. If you would like to go ahead with this option please email a copy of your logo to the contact details on the top right hand corner of this form in either a JPEG or EPS format along with your stand number and name of the show.

To complete the order you will need to complete and return the payment & credit card authorisation form attached and return to the address of the form.

We will endeavour to produce the logo as large as possible within the boundaries of the name panel design. Logos will be printed on a white patch unless your artwork has a set coloured background. we are unable to provide a visual or proof of what the final name board will look like.

PLEASE SEND ONLY ONE COPY, EITHER BY FAX OR POST – THANK YOU.

PLEASE REMEMBER TO KEEP A COPY FOR YOUR RECORDS!

Payment & Credit Card Charge Authorisation

RETURN TO: Gemma Nicholls, Melville Exhibition & Event Services Ltd., Silverstone Drive, Gallagher Business Park, Coventry, CV6 6PA
 Fax: +44(0)2476 380220 Phone: +44 (0) 844 8793226 (or non UK +44(0) 2476 380180)

Mandatory Form*

| | | | |
|-----------------|-----|------------|-----------------------|
| COMPANY NAME | | EXHIBITION | STAND NUMBER |
| COMPANY ADDRESS | | | POST CODE |
| PHONE | Fax | E-Mail | PURCHASE ORDER NUMBER |

PAYMENT POLICY CREDIT CARD CHARGE AUTHORISATION

Payment for Services — Melville Exhibition & Event Services Ltd requires payment in full at the time services are ordered. Further, Melville Exhibition & Event Services Ltd requires that you provide a credit card authorisation with your initial order. For your convenience, we will use this authorisation to charge your account for any additional orders.

Method of Payment — Melville Exhibition & Event Services Ltd accepts all major credit/debit cards. Purchase orders are not considered payment.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for cancellation fees.

All orders cancelled by the Exhibitor or due to the cancellation of an event or their nonparticipation may be subject to cancellation fees.

If you have any questions regarding our payment policy, please call Customer Services on 0844 879 3226 (or non UK +44(0) 2476 380180)

Please complete the information and return payment in full with this form and your orders.

You may choose to pay by credit or debit card; however, *we require your credit card charge authorisation to be on file with Melville Exhibition & Event Services Ltd*

- All balances must be paid prior to the event
- For your convenience, we will use this authorisation to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

I agree in placing this order that I have accepted Melville Exhibition & Event Services Ltd Terms and Conditions of Contract

X _____
 AUTHORISED SIGNATURE

 AUTHORISED NAME - PLEASE PRINT

_____/_____/_____
 DATE

All information must be provided. Your order will not be processed if any information is missing (ie. Expiration Date, Account Number, Contact Information, Type of Card and Signature). We require your credit card charge authorisation to be on file with Melville Exhibition and Event Services Ltd. Please note that there is a 2.5% charge for credit card transactions

Card Number _____ Corporate Card Personal Card

Debit Card (any)

Master Card Credit Card

Visa Credit Card

American Express

Other (please state) _____

Start Date _____

Expiry Date _____

Issue Number _____

CSC Number _____
(last 3 digits on the back of the card / signature strip)

Cardholders Name _____ Please Print

Cardholders Billing Address _____

Post Code _____

PLEASE SIGN

X _____
 CARDHOLDER'S SIGNATURE

 DATE

*** This form must be returned to Melville Exhibition and Event Services for your order to be processed**