Audio Visual Equipment Order Form

Form: EP69

Event:

Date of Conference:

Audio visual services are available to stand holders through EICC Ltd. Should you require these services, please complete the order form and forward it, with <u>pre-payment</u>, to the *Event Planning Department*, *EICC Ltd*, *The Exchange, Morrison Street*, *EDINBURGH*, *EH3 8EE Email*: events@eicc.co.uk

Forms must be received at least 14 days before the conference commences. Late orders will incur a 30% surcharge.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company	Stand No			
Address				
	Postcode			
Telephone No				
Contact Name				
Authorised Signatory				

Please supply the following Audio Visual requirements:

No required	Item Description	Daily charge (£)	Weekly Charge (3-7 days) (£)
	50" LED Screen*	300.00	850.00
	80" LED Screen*	500.00	1450.00
	Other		
		Sub Total	
		Plus VAT @	
		20% Grand Total	
		Grand Total	

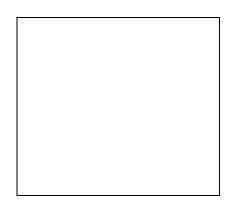


*Please note all screens come on a tall stand and cannot be mounted to stand structures. Screens come with a HDMI cable.

Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

Date and T	ime of Delivery:		
Required from		Until	

All orders should be accompanied by dates, times and dimensional drawing (in box below) to show the required position of services on the stand.



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Please return the completed form to the Event Planning Team via email on events@eicc.co.uk

If you have any questions, please contact us on 0131 300 3000 or via the above email address.

Payment may be made by bank transfer to:

Bank Name: Bank of Scotland

Bank Address: Princes Exchange, 3 Earl Grey Street, EDINBURGH, EH3 3BN

Sort Code: 80-11-30 **Account No:** 00814171

Account Name: Edinburgh International Conference Centre IBAN: IBAN GB42 BOFS 8011 3000 8141 71

SWIFT BIC: BOFSGB21001

Alternatively, payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB. Please call the above number and ask to speak to the Finance Team in order to make a card payment. Please note we do not accept American Express.