

FREIGHT ORDER FORM



PLEASE COMPLETE THE FOLLOWING FORM IN **EXCEL FORMAT** AND RETURN TO THE ABOVE EMAIL ADDRESS BY

5th October 2022

Event Name:	Lab Innovations	Hall Number:	
Venue:	NEC Birmingham	Stand Number:	
Event Dates:	2nd - 3rd November 2022	Date required on stand*	
Stand Name:		Time required on stand*	
Billing Company:		Contact Name on Stand:	
Billing Address:		Contact Number on Stand:	
		Date collect from stand**	
Email Address:		Time collect on stand**	
Print Name:		Purchase Order Number:	
Telephone Number:		VAT Number:	

* This is for guideline purposes only, GES will confirm timings available for unloading, delivery to stand in our order confirmation.

**This is for guideline purposes only, GES are not responsible for any goods left unattended on stands.

Please click in the below boxes and use the drop down menu to indicate which services you require:

ONSITE & COURIER SERVICES:																	
Handling via onsite warehouse during event tenancy	<input type="checkbox"/>	£15.00 per cbm, Min:	£15.00														
Unload to stand (upto 3 tonne forklift)	<input type="checkbox"/>	£26.00 *per cbm, Min:	£26.00														
Empty case storage	<input type="checkbox"/>	£45.00 per cbm, Min:	£135.00														
Reload from stand (upto 3 tonne forklift)	<input type="checkbox"/>	£26.00 *per cbm, Min:	£26.00														
Courier Receiving (Contact GES Prior to shipping for instructions)	<input type="checkbox"/>	£24.00 per box															
File Processing fee of:		£36.00 applicable to all orders															
* Subject to 50% overtime surcharge																	
PRE / POST EVENT WAREHOUSE SERVICES:																	
Exhibitor will deliver to Advanced GES Warehouse	<input type="checkbox"/>	£15.00 per cbm, Min:	£15.00														
Return to GES Warehouse after event	<input type="checkbox"/>	£15.00 per cbm, Min:	£15.00														
TRANSPORT / CUSTOMS SERVICES - QUOTATIONS UPON REQUEST																	
Is collection from the address mentioned above?		If no please confirm address below:															
<table border="1"> <tr> <td>Do you have Forklift or loading facilities at your premises</td> <td><input type="checkbox"/></td> <td rowspan="5"></td> </tr> <tr> <td>Collection from exhibitor premises (as per the above address):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>(Please confirm what date we can collect from your premises):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Return delivery to exhibitor premises after event (as per the above address):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>(Please advise what date you require delivery to your premises):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Customs Clearance assistance</td> <td><input type="checkbox"/></td> <td></td> </tr> </table>				Do you have Forklift or loading facilities at your premises	<input type="checkbox"/>		Collection from exhibitor premises (as per the above address):	<input type="checkbox"/>	(Please confirm what date we can collect from your premises):	<input type="checkbox"/>	Return delivery to exhibitor premises after event (as per the above address):	<input type="checkbox"/>	(Please advise what date you require delivery to your premises):	<input type="checkbox"/>	Customs Clearance assistance	<input type="checkbox"/>	
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Consignment details:

QUANTITY	DESCRIPTION OF GOODS	L x W x H (cms)				WEIGHT (Kgs)
		L	W	H	m3	
Eg. 1 Pallet	e.g Standfittings				0	165
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	



By completing and submitting this form you agree to the terms and conditions stated below:-
All Business is undertaken in accordance with our conditions of trade - a copy is available on request.
Minimum invoice charge: £75.00 + VAT.

25% late order surcharge will be applicable for any shipments arriving outside of our deadline as stated at the top of this form.

