Exhibitor Booking Form
April 29th - 30th 2017

UMA Expo
Unit 1-5 Chapel Hill Industrial Estate
Longridge Lancashire
PR3 3BU

Tel: 01772 668900
Email: sales@umae.co.uk
Facebook / Twitter / Instagram: umaexpo

Novotel Convention Centre
1 Shortlands
Hammersmith
London
W6 8DR

Friday Setup 8.00am - 10.00pm
Saturday 9.30am - 6.00pm
Sunday 9.45am - 4.45pm
Sunday Takedown 4.45pm - 10.00pm

Company Name:

Stand Name: (As you want it to appear on the floor plan & website)

Contact Name:
& Position

Tel:

E mail:

Website:

Facebook:

Instagram:

Twitter:

Address:

Post Code:

Invoice name and address if different from the company name and address above:

Company Name:

Address:

Post Code:

Retail Space £155 per sqm **Non Retail Space £99 per sqm**

No of sqm Spaces Required ☐ **All space is built on sqm increments** If Education & Non Retail Please tick here ☐

See floor plan for available booth space at http://www.umae.co.uk/floorplan.pdf

Booth No 1st choice Booth No 2nd choice

Direct Debit

Fill in form here: www.umae.co.uk/directdebit.html By signing this online form you are agreeing for Orraco Ltd to debit the cost of your booth in equal monthly installments.

DIRECT Debit Spread your payments - pay monthly Pay by Direct Debit ☐

Card Payment

By signing this form you are agreeing for Orraco Ltd to debit your card as per this contract. Credit Card Payments are subject to a 2.75% surcharge

Card Type Visa ☐ Mastercard ☐

Card Number _____ Start Date _____ Exp Date _____

Issue Number _____ Name as on the card _____ CV Number _____

Card Address As invoiced ☐ _____

Post Code _____ Signature _____

All extras & services (Shell Scheme, Electric, Lights Etc) must be ordered using the correct forms within the deadline dates stipulated in the exhibitor manual, found on the web at http://www.umae.co.uk/media/umae/form/exhibitormanual.pdf

Payment Schedule

Payment by card, cheque, or bank transfer:
1. 20% invoiced and due upon 30 days from booking confirmation.
2. 30% invoiced and due within 60 days
3. remaining 50% invoice due 1st Jan 2017

100% of the booking fee due if booked after 1st Jan 2017

DIRECT Debit Direct Debit payments will be calculated from the date of booking until 1 March 2017. The first payment will be taken immediately, with the remaining balance spread equally and taken on or around the 1st of each subsequent month.

All payments must be cleared in advance of the show.
Exhibitors whose accounts remain outstanding on this date
WILL NOT be permitted to exhibit

Please make cheques payable to Orraco Ltd
Lloyds Bank A/c 34915668 Sort Code 30-96-85
BIC: LOYDGB21165 IBAN : GB83 LOYD 3096 8534 9156 68

All invoices subject to VAT at the standard rate.

Cancellations and Space Reductions

Exhibitors withdrawing from the exhibition will be liable to pay the following cancellation fees:

On or before the 1st Jan 2017	50% of total space cost
After 1st Jan 2017	100% of total space cost

If an exhibitor reduces the space reserved after this booking form has been received and processed by the Organiser, the Organiser shall have the right to charge the following penalty fees:

On or before the 1st Jan 2017	50% cost of area reduced
After 1st Jan 2017	100% cost of area reduced

Confirmation: I / we confirm that:

1. Have read the terms and conditions and agree to be bound by them
2. Understand the cancellation charges explained above
3. Are authorised to sign this document on behalf of the company named above
4. The organisers reserve the right to change the floorplan stand layout
5. Agree to being invoiced as per the above payment schedule

Signature: Position

Signature: Position

Date: