



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

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# Exhibitor Booking Form October 2018

**Novotel Convention Centre**  
1 Shortlands  
Hammersmith  
London  
W6 8DR

Friday Setup 8.30am - 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](http://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.



## 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

Card Type  Visa  Mastercard

Card Number \_\_\_\_\_ Start Date \_\_\_\_\_ Exp Date \_\_\_\_\_

Issue Number \_\_\_\_\_ Name as on the card \_\_\_\_\_ CV Number \_\_\_\_\_

Card Address  \_\_\_\_\_

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 June 2018  
100% of the booking fee due if booked after 1st June 2018

Direct Debit payments will be calculated from the date of booking until 1 October 2018. 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:

<b>On or before the 1st June 2018</b>	50% of total space cost
<b>After 1st June 2018</b>	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:

<b>On or before the 1st Jan 2018</b>	50% cost of area reduced
<b>After 1st Jan 2018</b>	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: \_\_\_\_\_