Shell Scheme Nameboard

Order Form

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ELEVATE
15-16 JUNE 2022 | EXCEL | LONDON

Editable PDF

Show Information

Office use only

Show open date	Show close date	Show name	Venue
15/06/2022	16/06/2022	Elevate	ExCel London

Your Information

*Mandatory fields

*Company name

*Contact name on stand

*Contact telephone number on stand

Contact email address on stand

*Hall number

*Stand number

VAT number

*Billing address

Address line 2

*Town/city

*Post code

*Country

Instructions

1. Please fill the space provided with the name and stand number you require to be displayed on the name board of your stand, please make sure you type carefully or write clearly if you have printed off, as changes that have to be made due to illegible writing or incorrect typing will be charged for.
2. Use upper or lowercase when completing this form and include any characters you wish to appear case sensitive. However, the organisers do have the right to convert all names to capitals, or break up names typed in using all capital letters into capitalised each word if typed in all caps if they feel it is appropriate for the show.
3. We restrict the name boards to 34 characters including spaces.
4. We normally provide one name board per open fascia, on stands that have an open fascia of 10 metres or more this can often be increased to two but this is dependent on the style of the schell scheme.
5. If a return form is not received we will take the name provided by the organisers from the exhibitor list, if it is necessary to change this after the deadline there will be a charge of £30 + vat applied per board changed.
6. If you have a specific enquiry regarding your name you can email graphics@wearehb.com remembering to state which show you are exhibiting at and your stand number in the subject heading.
7. Deadline for receipt of name board return form should be no later than 21 days before show opening.
8. Return forms can be posted or emailed direct if unable to submit to the above email. Providing the name of the show is entered into the subject heading on the email, an acknowledgement of receipt can only be sent on reply to an email.
9. If you have booked a shell scheme after the deadline date please return this form immediately.
10. Please send only one copy, either by email or post. Remember to keep a copy for your own records.
11. If your business is registered in an EU country, you will be charged vat in accordance with current EU regulations unless you are able to provide us with a current and valid vat number.

Name on Shell Scheme (maximum 34 characters including spaces)

Please complete and return form to graphics@wearehb.com

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