

# ACT ANNUAL CONFERENCE 2022 10th - 11th MAY 2022 ACC, LIVERPOOL

Index Use	
E.C.	
BOMPAC	
PAYMENT	

## FURNITURE ORDER FORM

Stand No.	Deadline Date - Friday 8th April 2022
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Additional items are available to order online - [www.IndexGroupfurniture.org](http://www.IndexGroupfurniture.org)

Qty	Reference	Colour	Description	Price	Total

**[www.IndexGroupfurniture.org](http://www.IndexGroupfurniture.org)**

Company Name:	
Address:	
Postcode:	
Telephone:	Name:
EU VAT No:	
Email:	

Sub Total	
Vat 20%	
<b>Total</b>	

Please return this form to the address below with full payment by the above deadline date. **Orders received after the deadline date will incur a 15% surcharge.**

Please state colour preference where applicable

You must insure against loss or damage 5 times the hire cost.

**Payment is due 14 days prior to delivery**

**No goods will be supplied unless full payment is received**

**Please return to:**

INDEX GROUP LTD  
Europa House, Meaford Way, London, SE20 8RA  
Telephone: 0800 085 9885 Facsimile: 03454 303016  
E-mail: [furniture@indexgroup.org](mailto:furniture@indexgroup.org)



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# Payment & Credit Card Charge Authorisation

Exhibition Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Contact Name: \_\_\_\_\_

EU VAT Number (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

PO Number: \_\_\_\_\_

## PAYMENT POLICY

**Payment for services**— Index Group Ltd requires payment in full at the time services are ordered.

**Method of payment**— Index Group Ltd accepts all major credit / debit cards, and bank transfers only. Purchase orders are not considered payment. We require your payment authorisation to be completed and returned even if you are paying by bank transfer. You do not need to complete your card details unless you wish to pay by this method. Please tick the box below to indicate your preferred method of payment.

Bank Transfer   
Credit/debit card

**Full payment must be received prior to the build up of the show.**

**Cancellations/Refunds**— Please note that refunds will not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not eligible for a refund.

### **Bank Transfer Payment Information:**

Bank details will be provided on your invoice for BACS payments.

Please include your invoice number in your payment reference.

I agree in placing this order that I have accepted the Terms & Conditions of the Index Group Ltd:

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## CREDIT CARD CHARGE AUTHORISATION

All information must be provided. Your order will not be processed if any information is missing.

**Please note that there is a surcharge for credit card transactions.**

Please ensure this form is returned with all orders.

Debit Card   
Credit Card   
American Express

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_

Security Code (Last 3 digits on signature strip) \_\_\_\_\_

Start Date (if shown): \_\_\_\_/\_\_\_\_

Issue Number (if shown): \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Cardholders billing address (If different to above):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note this form will be destroyed once payment has been processed/received.**

If you have any questions relating to any of the information on this form please contact us on:  
0800 085 9885

**Please return this form and completed order form to corresponding email/postal address which can be found on the bottom of the relevant order form.**



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