

Furniture Order Form



Event:

Date of Conference:

Furniture is available to stand holders through EICC Ltd. Should you require items of furniture, please complete the order form and forward it, with **pre-payment**, to the **Event Planning Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH, EH3 8EE.**

Forms must be received 14 days before the Conference commences. Late orders will incur a 30% surcharge.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company		Stand No	
Address			
		Postcode	
Telephone No		Contact Name	
Email Address			
Authorised Signatory			

Please supply the following furniture requirements :-

No required	Ref No.	Item Description	Unit Price (£)	Total Value (£)
		<i>6ft Burgess Trestle Table with blue baize</i>	31.00	
		<i>Kusch Chair (with arms)</i>	19.00	
		<i>6ft Burgess Trestle Table with blue baize and 2 chairs</i>	60.00	
			Sub Total	
			Plus VAT @ 20%	
			Grand Total	

Prices quoted are for the duration of the exhibition providing the total hire period does not exceed 14 days.

Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

Please return the completed form to the Event Planning Team on events@eicc.co.uk

If you have any questions, please contact us on 0131 300 3000 or via the above email address.

Payment may be made by bank transfer to:

Bank Name:	Bank of Scotland
Bank Address:	Princes Exchange, 3 Earl Grey Street, EDINBURGH, EH3 3BN
Sort Code:	80-11-30
Account No:	00814171
Account Name:	Edinburgh International Conference Centre
IBAN:	IBAN GB42 BOFS 8011 3000 8141 71
SWIFT BIC:	BOFSGB21001

Alternatively, payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB. Please call the above number and ask to speak to the Finance Team in order to make a card payment. Please note we do not accept American Express.