

Audio Visual Equipment Order Form



Event:

Date of Conference:

Audio visual services are available to stand holders through EICC Ltd. Should you require these services, 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**
Email: events@eicc.co.uk

Forms must be received at least 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			
Authorised Signatory			

Please supply the following Audio Visual requirements :

No required	Item Description	Daily charge (£)	Weekly Charge (3-7 days) (£)
	<i>50" Plasma Screen *</i>	300.00	850.00
	<i>80" Plasma Screen *</i>	500.00	1450.00
	<i>Other</i>		
		Sub Total	
		Plus VAT @ 20%	
		Grand Total	

*Please note all screens come on a tall stand and cannot be mounted to stand structures. Screens come with a HDMI cable.
Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

Date and Time of Delivery:			
Required from		Until	

All orders should be accompanied by dates, times and dimensional drawing (in box below) to show the required position of services on the stand.

Please return the completed form to the Event Planning Team via email 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.