



ICNS-9

**9<sup>th</sup> International  
Conference on Nitride  
Semiconductors | ICNS-9**

**Order Forms**

## Services and Products

Please complete the following order forms and return them by the due dates. **Exhibitor participation order forms marked with an asterisk \* should be completed by all exhibitors.** Other forms should be completed as required.

ORDER FORM	RETURN TO	DEADLINE DATE	SUBMITTED
* Contact Details	Congrex UK Ltd	Friday 20 May 2011	
* Shell Scheme Nameboard form	Stanco Exhibitions	Monday 06 June 2011 Please visit Stanco to order <a href="#">online</a>	
* Exhibition Guide Editorial	Congrex UK Ltd	Friday 08 April 2011	
* Stand Drawing Submission (free build)	Congrex UK Ltd	Friday 13 May 2011	
<b>FOR SPACE ONLY EXHIBITORS</b> *Application for the erection and use of a raised structure the civic government (Scotland) Act 1982: Section 89.	Development & Regeneration Services Building Control and Public Safety	Please visit SECC <a href="#">website</a> for Order form	
* Exhibitor Name Badges - <i>Will follow by email</i>	Congrex UK Ltd	Friday 24 June 2011	
* Risk Assessment	Congrex UK Ltd	Friday 13 May 2011	
* Access Passes	Congrex UK Ltd	On Exhibition set up dates Saturday 09 and Sunday 10 July 2011	
* Vehicle Scheduling	Congrex UK Ltd	Friday 03 June 2011	
Bar Code Readers	Congrex UK Ltd	Friday 03 June 2011	
*Bar Code Reader Disclaimer	Congrex UK Ltd	Friday 03 June 2011	
Stand Cleaning	Congrex UK Ltd	Friday 03 June 2011	
Audiovisual equipment	Aztec Event Services Ltd	Friday 24 June 2011	
* Transport, Lifting, Shipping and Storage	Melville Logistics	Saturday 11 June 2011	
Stand Catering	Leith	Please visit SECC <a href="#">online</a> for Order form	
Electrical Mains and Fittings	Bill Moules	Friday 10 June 2011	
Additional Exhibition Furniture	Stanco Exhibitions	Monday 06 June 2011 Please visit Stanco to order <a href="#">online</a>	
*Public Liability Insurance Coverage	Congrex UK Ltd	Please ensure that your Insurance Certificate is brought on-site as the Exhibition Organisers may ask you for this.	
Flowers and Plants	Stanco Exhibitions	Monday 06 June 2011 Please visit Stanco to order <a href="#">online</a>	
Office Equipment	Stanco Exhibitions	Monday 06 June 2011 Please visit Stanco to order <a href="#">online</a>	
Telephone, Fax and Internet	SECC	Please visit SECC <a href="#">online</a> for Order form	
Temporary Staff / Stand Security	SECC	Please visit SECC <a href="#">online</a> for Order form	
Exhibition Carpeting	Stanco Exhibitions	Monday 06 June 2011 Please visit Stanco to order <a href="#">online</a>	
Computers and Peripherals	SECC	Please visit SECC <a href="#">online</a> for Order form	
Graphic Services	Stanco Exhibitions	Monday 06 June 2011 Please visit Stanco to order <a href="#">online</a>	

## Contact Details

**ICNS-9,  
Scottish Exhibition and Conference Centre,  
Glasgow, UK, 10 - 15 July 2011**

**Please return by Friday 20 May 2011**



For ease of Order Form completion, we ask all exhibitors and/or their stand builders to complete the undernoted details. This will reduce the amount of information needed on the Order Forms.

### EXHIBITOR

Name ..... Stand No .....

Address .....

.....

Contact .....

Email .....

Tel No ..... Fax No .....

### STAND BUILDER and/or DESIGNER (if applicable)

Name .....

Building for ..... Stand No .....

Address .....

.....

Contact .....

Email .....

Tel No ..... Fax No .....

---

#### THIS CONTACT SHEET SHOULD BE RETURNED BY:

**Friday 20 May 2011**

Congrex UK LTD  
4B, 50 Speirs Wharf  
Port Dundas

Glasgow, G4 9TH

Tel: +44 (0) 141 331 0123 FAX: +44 (0) 141 331 0234

Email: [sales@icns9.org](mailto:sales@icns9.org)

Contact: Jennifer Dick

**Exhibition Guide Editorial**

**ICNS-9,  
Scottish Exhibition and Conference Centre,  
Glasgow, UK, 10 - 15 July 2011**



**Please return by Friday 08 April 2011**

Exhibitor Name ..... Stand No .....

Contractor Name .....

Contact.....  
.....

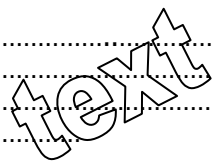
Tel. No..... Fax No.....

Each Exhibitor may have a maximum of 50 words free editorial in the Exhibition Guide. Company name, address and contact name will be included in addition to this.

**PLEASE EMAIL your editorial to [sales@icns9.org](mailto:sales@icns9.org)**

**Example:**

<p><b>Congrex UK Ltd</b>          4B, 50 Speirs Wharf          GLASGOW, G4 9TH          Tel: +44 (0) 141 331 0123          Fax: +44 (0) 141 331 0234          Email: <a href="mailto:sales@icns9.org">sales@icns9.org</a>          Website: <a href="http://www.congrex.com">www.congrex.com</a></p> <p>.....          .....          .....          .....</p>	<p><b>Stand TBC</b></p>
--	-------------------------



*The Email address and Website will be published in lower case letters.*

**Please note : Editorials must be returned by specified date to be included in the Exhibition Guide.**

**Exhibitors not returning copy will have name and address only included.**

**THE EDITORIAL MUST BE RETURNED BY:**

**Friday 08 April 2011**  
 Congrex UK LTD  
 4B, 50 Speirs Wharf  
 Port Dundas  
 Glasgow, G4 9TH  
 Tel: +44 (0) 141 331 0123 FAX: +44 (0) 141 331 0234  
 Email: [sales@icns9.org](mailto:sales@icns9.org)  
 Contact: Jennifer Dick

# Stand Drawing Submission (free build)

**ICNS-9,  
Scottish Conference and Exhibition Centre,  
Glasgow, UK, 10 - 15 July 2011**



**Please return by Friday 13 May 2011**

**For all Space Only stands, please fill out this form below, the Space Only Risk Assessment form.**

Exhibitor Name ..... Stand No .....

Contractor Name .....

Contact.....  
.....

Tel. No ..... Fax No .....

It is important that we receive electronic copies of your stand drawings by the above due date. Please note and confirm the following:

- We enclose two copies of our stand design drawing
- Our stand does not exceed 4m in height
- Our stand exceeds 4m in height\*

*\*If you have ticked this box, please contact the Exhibition Organisers immediately.*

- Our stand incorporates closed rooms/theatres/covered ceilings: we enclose two additional stand design drawings
- Our stand has a raised platform of more than 600mm: we enclose two additional stand design drawings

**THIS ORDER MUST BE RETURNED BY**

**Friday 13 May 2011**

Congrex UK LTD  
4B, 50 Speirs Wharf  
Port Dundas  
Glasgow, G4 9TH

Tel: +44 (0) 141 331 0123 FAX: +44 (0) 141 331 0234

Email: [sales@icns9.org](mailto:sales@icns9.org)

Contact: Jennifer Dick

## Risk Assessment

**ICNS-9,  
Scottish Exhibition and Conference Centre,  
Glasgow, UK, 10 - 15 July 2011**



**ICNS-9**

**Please return by Friday 13 May 2011**

### ***SHELL SCHEME RISK ASSESSMENT***

As an exhibitor you have a legal requirement to assess risks appertaining to your participation in any exhibition. This form must be completed, even if you class your stand as low risk.

This form is intended as guidance only and completion does not absolve you from your legal responsibilities or transfer them to HIS 2010.

**Please read Guidance Notes overleaf before completing and returning this form.**

Exhibition: <b>ICNS-9</b>		Return by: <b>Friday 13 May 2011</b>	
Exhibitor:		Stand Number:	
<b>LIST HAZARDS:</b> <i>See Note 1</i>		<b>PERSONS AT RISK:</b> <i>See Note 2</i>	
<b>ASSESS YOUR RISK:</b> <i>See Note 3</i>		<b>PROBABILITY RATING:</b> <i>See Note 3</i>	
HIGH: Probable to cause major injury		POSSIBLE:	
MED: Possible to cause minor injury requiring First Aid treatment		UNLIKELY:	
LOW: Unlikely to cause anything		REMOTE:	
<b>HOW IS THE RISK ADEQUATELY CONTROLLED?</b> <i>See Note 4</i>			
<b>CONTRACTOR CONTROL:</b> <i>See Note 5</i>			
Signed:		Position:	
PRINT (BLOCK CAPS):			
This Risk Assessment is due to be reviewed on (date here):			

**Please return this form to Congrex UK Ltd by Friday 13 May.  
Fax No. +44 (0) 141 331 0234 or email to [sales@icns9.org](mailto:sales@icns9.org)**

**IMPORTANT**

# GUIDANCE NOTES FOR SHELL SCHEME RISK ASSESSMENT

## How to complete your Risk Assessment Form

**All Risk Assessments should be a careful and studied examination of your activities ensuring that your build-up, the open period and breakdown are achieved safely and nothing occurs which could cause harm to any person.**

The following guidelines will assist you to make a basic Risk Assessment of your activities. If you are building a large or complicated stand, or are involved in unusual activities during the exhibition, you may need to seek the assistance of a qualified Health and Safety Adjudicator.

### **Note 1**

A hazard is anything that has the potential to cause harm, i.e., a workman falling from a ladder, dropping tools, moving large and heavy loads, etc.

### **Note 2**

In this section you must include everyone who could be injured as a result of such activities, i.e., the workman, other people working on the stand, other exhibitors, porters moving furniture, visitors, etc.

### **Note 3**

Your own assessment of the risks. **A risk is the likelihood of harm arising from a hazard.** Use the columns to judge the risk and tick the appropriate boxes. If both ticks are in the top boxes then you should not pursue the activity (it is too dangerous) and should seek an alternative way of completing the task. If both ticks are in the centre boxes you will need to implement some form of control. If both ticks are in the bottom boxes then it is unlikely that you will need to implement additional controls.

### **Note 4**

You must record the steps you have taken to ensure nothing dangerous occurs. Your entry may read something like 'Use of trained and qualified staff only, rope and post area to restrict area, ensure staff trained in manual handling, etc.' (these examples are guidelines only).

### **Note 5**

You carry some legal responsibility for any person working for you and acts or omissions. You must ensure that any contractors you use are competent and will work in a safe manner. This you may do through requesting copies of their Health & Safety policy. If they cannot supply such documentation you would be wise not to use them. Details of such checks should be entered in this box.

## Risk Assessment

**ICNS-9,  
Scottish Exhibition and Conference Centre,  
Glasgow, UK, 10 - 15 July 2011**



**Please return by Friday 13 May 2011**

### ***SPACE ONLY RISK ASSESSMENT***

As an exhibitor you have a legal requirement to assess risks appertaining to your participation in any exhibition. This form must be completed, even if you class your stand as low risk.

This form is intended as guidance only and completion does not absolve you from your legal responsibilities or transfer them to the HIS 2010

**Please read Guidance Notes overleaf before completing and returning this form.**

Exhibition: <b>ICNS-9</b>		Return by:		
Exhibitor:		Stand Number:		
<b>DATE RA UNDERTAKEN:</b>				
Task	Hazard	Who's at Risk	Risk Level	Precaution/ Control Measure(s) required
<b>SIGNED:</b>		<b>POSITION:</b>		
<b>PRINT NAME:</b> (BLOCK CAPS)				

Continue listing tasks and hazards on additional sheets, but remember that they should only be the most significant areas of risk that will be present on site, during build up, open and break down times.

**Please return this form to Congrex UK Ltd by Friday 13 May 2011.  
Fax No. +44 (0) 141 331 0234 or email to [sales@icns9.org](mailto:sales@icns9.org)**

### **The five steps for undertaking a Space Only Risk Assessment are:**

An example Risk Assessment (RA) is included overleaf for your reference. A RA can be very simple or involved depending on the complexity of the exhibition it covers. The Law states that any RA must be 'suitable and sufficient' and 'should identify the significant risks arising out of work'; therefore, do not list unlikely hazards, only those which may reasonably be expected to cause harm.

**Step 1: Consider the hazards:** From the tasks you know that are to be undertaken (the Exhibitor can identify these from their Contractors' Method Statement) list the hazards.

Ask yourself some difficult questions. Ignoring any significant hazard in the hope that nothing will happen will often result in an accident. If all significant hazards have been addressed, then you have done everything that is reasonably practicable – it may not be possible to think of every eventuality, but you must be able to show that you have considered and taken action to eliminate or reduce the most likely hazards.

Ask yourself what plant, equipment and materials will be used? What substances being used fall under the COSHH laws? Are datasheets available? How much noise and dust will there be? Will there be vehicle movements and lifting? What fumes will there be? Are the exhibits or displays dangerous? Are the floor plan layout/stand designs safe? Are emergency exits, wider aisles or queuing areas required? Are there sufficient toilet facilities for the expected number of visitors? Is there electricity present? Is alcohol available on site? Is there work being carried out overhead height? Is there the need for late working? Is the weather or time an important factor? What hazards **does** the immediate environment pose – deep water, uneven floors, for example. Have you cash at the show or valuable items?

Ask your staff and Contractors for their observations, as they will usually have spotted things that are not immediately obvious.

**Step 2: Decide who could be harmed and how:** Who will be affected by the hazards identified by Step 1. Consider your employees, exhibitors and contractors, the visitors themselves. Will the general public or office staff from the venue be walking through the area? What about the disabled, or lone workers? After the show shuts for the day, can children, the young and inexperienced or vandals gain access?

Safe working depends on co-operation and communication between firms on site, so take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the provision of information.

**Step 3: Evaluate the risks:** Once you have considered the first two steps adequately, you can then decide on the appropriate action.

Ask yourself:

- a) Can the hazard be eliminated completely?
- b) If the risk cannot be totally removed, can it be reduced by being done in a different way?
- c) Can protective measures be taken that will protect the entire workforce on site by isolating the hazard?
- d) What measures can you put in place to control the hazard? Can a safe system of work be established?

Personal Protective Equipment (PPE): Protective clothing such as hard hats, ear defenders, etc.) should only be the last step to take and are rarely the only solution. For example, it is far better to schedule overhead work for early access whilst there are no people about in the venue, or at least suitably cordon off the area below, erect signage and ensure that the riggers on the floor use the appropriate **PPE**. Riggers working at height should wear the appropriate PPE.

**Step 4: Record the findings:** If you have risks present, then write down the findings in your Risk Assessment. Communicate the information to those people identified in Step 2, and record what measures you have taken to control those risks.

**Step 5: Review your findings:** This allows you to learn by experience and take account of any unusual conditions or changes that occur – or occurred on site.

Shortly after the show, ask yourself some hard-hitting questions: Were the control measures you implemented effective? How many accidents or near misses occurred? Have your contractors brought new plant and equipment since the last Risk Assessment? Have you taken on new or young and inexperienced staff, appointed new contractors or sold space to new exhibitors? Has the venue changed? Establishing what went wrong and what went right will help in managing your show all the more effectively next time.

### **Notes**

The form overleaf is included as an example of the way a Risk Assessment can be set out and the information recorded.

A **SIGNIFICANT RISK** can be defined as hazards that will more than likely cause harm or injury.

A **SAFE SYSTEM OF WORK** can be defined as 'The integration of personnel, articles and substances in a suitable environment and workplace to produce and maintain an acceptable standard of safety.'

## **Access Passes for Build up and Break down times**

**ICNS-9,  
Scottish Exhibition and Conference Centre,  
Glasgow, UK, 10 - 15 July 2011**



**Please collect on set up dates Saturday 09 and Sunday 10 July 2011**

All exhibiting stand personnel and contractors will require Access Passes in order to gain access through the Loading Bay area and main entrance of Hall 5 during build up and break down times of the exhibition.

An Access Pass voucher will be sent to you electronically, and will be included in the Joining Instructions email.

Please give the vouchers to your contractors for them to hand over on the exhibition build dates and in return we will provide them with an Access Pass.

**There is no charge for Access Passes.**

## Vehicle Scheduling

**ICNS-9,  
Scottish Exhibition and Conference Centre,  
Glasgow, UK, 10 - 15 July 2011**



**Please return by Friday 03 June 2011**

Exhibitor Name ..... Stand No .....

Contractor Name .....

Contact.....

Tel. No..... Fax No.....

Type of stand (✓)                       space only                       shell scheme

Please indicate your first, second and third choice for access to the loading area during the exhibition build days:

**Space Only Exhibitors (Not Shell Scheme) – Saturday 09 July (08.00 – 19.00)**

**All Exhibitors (Shell Scheme) – Sunday 10 July (08.00 – 16.00)**

Date Saturday 09 July	Time	(✓) 1 <sup>st</sup> Preference	(✓) 2 <sup>nd</sup> Preference	(✓) 3 <sup>rd</sup> Preference
	08.00 – 08.30			
	08.30 – 09.00			
	09.00 – 09.30			
	09.30 – 10.00			
	10.00 – 10.30			
	10.30 – 11.00			
	11.00 – 11.30			
	11.30 – 12.00			
	12.00 – 12.30			
	12.30 – 13.00			
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	14.00 – 14.30			
	14.30 – 15.00			
	15.00 – 15.30			
	15.30 – 16.00			
	16.00 – 16.30			
	16.30 – 17.00			
	17.00 – 17.30			
	17.30 – 18.00			
	18.00 – 18.30			
	18.30 – 19.00			

Date Sunday 10 July	Time	(✓) 1 <sup>st</sup> Preference	(✓) 2 <sup>nd</sup> Preference	(✓) 3 <sup>rd</sup> Preference
	08.00 – 08.30			
	08.30 – 09.00			
	09.00 – 09.30			
	09.30 – 10.00			
	10.00 – 10.30			
	10.30 – 11.00			
	11.00 – 11.30			
	11.30 – 12.00			
	12.00 – 12.30			
	12.30 – 13.00			
	13:00 – 13.30			
	13:30 – 14:00			
	14:00 – 14:30			
	14:30 – 15:00			
	15:00 – 15:30			

<b>Estimated time to unload the vehicle</b> (Please try to restrict this to 30 minutes)	
<b>Registration Number</b>	
<b>Size/Type of Vehicle</b>	

If you are using more than one vehicle, please photocopy this form and complete one form per vehicle. Unloading times will be confirmed upon receipt of form.

**Note:** Drivers must accept the instructions of traffic controllers/security staff at all times.

**Important:** Forms must be returned by the specified date to be included in the vehicle schedule.

---

**THIS ORDER MUST BE RETURNED BY**  
**Friday 03 June 2011**  
 Congrex UK LTD  
 4B, 50 Speirs Wharf  
 Port Dundas  
 Glasgow, G4 9TH  
 Tel: +44 (0) 141 331 0123 FAX: +44 (0) 141 331 0234  
 Email: [sales@icns9.org](mailto:sales@icns9.org)  
 Contact: Jennifer Dick

## Barcode Readers

ICNS-9,  
Scottish Exhibition and Conference Centre,  
Glasgow, UK, 10 - 15 July 2011



**Please return by Friday 03 June 2011**

To purchase **additional** bar code readers (over and above your complimentary one), please complete this order form and return to Congrex UK Ltd as soon as possible. The deadline for receipt of orders is **Friday 03 June 2011**, after which delivery on site cannot be guaranteed. The data sent to you after the Congress will be sent via email and can be either in PC-CSV or PC Excel format. You will receive the name and demographic data that has been received by the secretariat.

**It is vital that you enter ALL of the required information on both pages to hire the readers.**

**Name** .....

**Company** .....

**Address** .....

**Tel No** ..... **Fax No** .....

**Contact (on-site)** .....

**Email** .....

**Stand Number** .....

**Number of bar code readers required** ..... **x £99.00 + VAT @ 20%**  
**(Total per reader = £118.80)**

**Total Due**            **£ Pound Sterling** .....

**Email for delivery of data after the Congress** .....

**Format:** PC Excel Spreadsheet

Tick box to pay by

Cheque                   

Bank transfer          

Credit Card            

For your security, we do not accept your credit card details on hardcopy forms by email, fax or phone. A link will be sent you on your request, by email, which will direct you to the official secure payment gateway (DIBS). You should expect to receive an email which will detail your account overview and include the secure link for payment.

## Bar Code Readers

**ICNS-9,  
Scottish Exhibition and Conference Centre,  
Glasgow, UK, 10 - 15 July 2011**



**Please return by Friday 03 June 2011**

### Disclaimer

In the event that your bar code reader becomes damaged or is lost, you will be liable for a charge of £200. The battery life of the bar code reader will last the duration of the Conference. If you experience any problems with the bar code reader, please visit the exhibition desk at Registration onsite for assistance.

In order to collect your reader(s) on site you will need to complete the information below.

Your credit card will be required onsite, which will be held as a guarantee for the duration of the Congress and for one week following. If any readers suffer damage, are lost or are not returned this credit card will be charged for replacement costs.

Name and address of the person hiring Barcode Reader

Name: .....

Address: .....

Print Name: ..... Date: .....

Signature: .....

---

**THIS ORDER MUST BE RETURNED BY**

**Friday 03 June 2011**

Congrex UK LTD  
4B, 50 Speirs Wharf  
Port Dundas  
Glasgow, G4 9TH

Tel: +44 (0) 141 331 0123 FAX: +44 (0) 141 331 0234

Email: [sales@icns9.org](mailto:sales@icns9.org)

Contact: Jennifer Dick

## Stand Cleaning

**ICNS-9,  
Scottish Exhibition and Conference Centre,  
Glasgow, UK, 10 - 15 July 2011**



**Please return by Friday 03 June 2011**

Exhibitor Name ..... Stand No .....

Contractor Name .....

Contact.....

Tel. No..... Fax No.....

**Please supply daily cleaning to our stand @ £20.00 plus VAT per square metre for the duration of the exhibition.**

No. of Sq M	Cost per sq. m.	Total Cost
	£20.00	

**Example:** 20m<sup>2</sup> x £20.00 = £400.00 + VAT

**NB : Cleaners will vacuum stands and remove rubbish. They will not clean exhibits or counter areas.  
Cleaning will take place at the end of each full day.**

### Payment

Please tick box to pay by

Cheque

Bank transfer

Credit Card

For your security, we do not accept your credit card details on hardcopy forms by email, fax or phone. A link will be sent you on your request, by email, which will direct you to the official secure payment gateway (DIBS). You should expect to receive an email which will detail your account overview and include the secure link for payment.

If you have ticked cheque or bank transfer you will receive an invoice from us that must be paid by **Friday 10 June 2011.**

**THIS ORDER MUST BE RETURNED WITH FULL PAYMENT BY**

**Friday 03 June 2011**

Congrex UK LTD  
4B, 50 Speirs Wharf  
Port Dundas  
Glasgow, G4 9TH

Tel: +44 (0) 141 331 0123 FAX: +44 (0) 141 331 0234

Email: [sales@icns9.org](mailto:sales@icns9.org)

Contact: Jennifer Dick



# AUDIO-VISUAL EQUIPMENT ORDER FORM



SECC GLASGOW 10th-15th July

PRICES INCLUDE DELIVERY, STANDARD INSTALLATION & ONSITE TECHNICAL SUPPORT

## YOUR DETAILS

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

Stand Name (If Different): \_\_\_\_\_

Stand No: \_\_\_\_\_

Your stand is  Shell Scheme  Free Build Please tick one

On-site Contact Name: \_\_\_\_\_

On-site Mobile No: \_\_\_\_\_

Your Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email in CAPITALS please: \_\_\_\_\_

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

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

Rental prices quoted are for the duration of the exhibition and include delivery, collection, installation, on-site support and de-installation. **Aztec Assurance will be charged at 13% of the rental charges.** Payment is required no less than 7 days before the start of the event. A surcharge may apply if equipment is ordered close to start of event. Upon receipt of your order we will email you a Hire Contract which you will need to sign and return to us. All prices exclude VAT at the prevailing rate and orders are subject to availability. **Your order is not confirmed until payment has been settled and the Hire Contract completed and received by Aztec.**

**EMAIL OR FAX THIS FORM TO**  
[sales@aztecuk.com](mailto:sales@aztecuk.com)  
**+44 (0)20 7100 1609**

## PRICE PROMISE

*At every event we attempt to offer the best value for money. In the unlikely event that another supplier offers the same equipment and service (delivery, installation, on-site support etc) for a lower price, then Aztec will offer to beat that price.*

T: +44 (0)20 7803 4000 F: +44 (0)20 7100 1609  
 E: [sales@aztecuk.com](mailto:sales@aztecuk.com) W: [www.aztecuk.com](http://www.aztecuk.com)

HQ and Registered Office: Aztec Event Services Ltd, Units 1-2 Falcon Business Centre, 14 Wandle Way, Mitcham, Surrey, CR4 4FG.  
 Registered in England no. 5429795.

Display Equipment	Price	Qty
MicroTiles™ display (Multiple display configurations available)	POA	
65" Full HD 1080p Plasma, Black, 16:9	£710	
50"/50"HD Plasma, Black, 16:9	£470	
42" Full HD 1080p Plasma screen, Black, 16:9	£350	
42" Full HD 1080p Slim Bezel LCD screen, Black, 16:9	£350	
42" Standard Plasma / HD ready, Black, 16:9	£290	
42" Plasma and DVD Player (Package)	£320	
42" Plasma and Laptop Computer (Package)	£380	
42" Plasma and Games Console (Xbox Kinect, Wii or PS3)	£380	
32" LCD for PC or Video 16:9, Black	£270	
23" LCD for PC, Video or TV 16:9, Black	£240	
22" LCD for PC, 16:9, Black	£225	
20" Deluxe LCD for PC or Video 4:3, Black	£210	
19" LCD for PC 4:3, Black	£180	
Table-top Stand	£0	
Floor Stand	£0	
Floor Stand & Unicol Shelf	£25	
Floor Stand & Deluxe Cover	£45	
Projector 3000 Lumen XGA	£370	
<b>Audio/Video Equipment</b>		
DVD or Blu Ray Player Multiregional (With Looping)	£90	
CD Player Standard	£90	
Small PA System with Wired Mic	£230	
Radio Headset Microphone Upgrade	£185	
<b>Computer/Office Hardware</b>		
Standard Laptop	£150	
Pro Laptop	£180	
Apple iMac 22" All in Desktop Computer	£220	
Apple Mac Mini Pro	£140	
Apple iPad	£115	
Standard Desktop Computer (With 17" Screen)	£150	
Pro Desktop Computer (With 17" Screen)	£180	
Black & White Laser Network Printer	£170	
Colour A4 Network Printer (excl. Copy Charges)	£320	
<b>Internet Kiosks</b>		
CyberPod III Kiosk with 17" Touch Screen	£355	
CyberPod IV Kiosk with 22" LCD Screen	£435	
Graphic Panel (excl. artwork)	£60	
<b>Creative Services</b>		
PowerPoint shows, Video Editing & Custom Content (Per Day)	£380	

**Transport, Lifting & Storage Order Form  
Melville Exhibition & Event Services**



**melville**

Show	ICNS9	Show Dates	11-14 July 2011
Return By	<b>11 June</b>	Venue	SECC Glasgow

Hall / Stand No		Company	
Contact Name		Invoice Address	
		Post Code	
Telephone		Fax	
VAT No.		Signature	
E-Mail:			

**Return form to:**

Melville Logistics  
Units 27 - 29  
Exhibition Way  
NEC  
Birmingham, B40 1PJ

T: +44 (0) 121 782 4433  
F: +44 (0) 121 782 4545  
E: [logistics@melville.co.uk](mailto:logistics@melville.co.uk)

**NEC Freight Delivery Address:**

Melville Logistics  
Units 27 -29  
Exhibition Way  
NEC  
Birmingham, B40 1PJ

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F: +44 (0) 121 782 4545  
E: [logistics@melville.co.uk](mailto:logistics@melville.co.uk)

**We will require the following services from Melville Logistics :**

- |  |                          |
|--|--------------------------|
| 1. Transport - price upon request            | <input type="checkbox"/> |
| 2. Forklift Unload / Reload                  | <input type="checkbox"/> |
| 3. Unpacking / Packing                       | <input type="checkbox"/> |
| 4. Erection of exhibits                      | <input type="checkbox"/> |
| 5. Empty case storage                        | <input type="checkbox"/> |
| 6. Customs clearance                         | <input type="checkbox"/> |
| 7. Overseas forwarding (Surface / Air / Sea) | <input type="checkbox"/> |

Unloading            £18.50 per cubic metre or 500 kgs, whichever greater plus vat  
Storage                £33.00 per cubic metre, minimum 3 cubic metres plus vat  
Reloading            £18.50 per cubic metre or 500 kgs, whichever greater plus vat  
Via Warehouse      £12.00 per cubic metre each way plus vat

Quantity	Description	L x W x H (cms)	Weight (kgs)

Preferred Delivery Date at Hall, if any:

*Please supply credit card details for payment*  
All business is undertaken in accordance with our Conditions of Trade - copy is available on request.  
The rate(s) quoted are based on normal working time: Mon-Fri 0800-1800. Work performed outside these hours is subject to surcharge: 50%.

*Melville Logistics are not responsible for any goods left unattended on stands.*

*\*Please note there is a minimum invoice charge of £55.00 + VAT*

*Credit Card Payment Form Enclosed*

To chat on line with an Exhibitor Service Co-ordinator, please go to [www.melville.co.uk](http://www.melville.co.uk), click on exhibitor services or contact us and then click on the chat button at the bottom of the screen.

Please return complete with remittance to:

**Bill Moule & Sons Ltd**

**Electrical installations**

exhibition ICNS-9

venue SECC, Glasgow

date 10<sup>th</sup> – 14<sup>th</sup> July 2011

Unit 27 Fairways

New River Trading Estate

Cheshunt, Herts, EN8 0NL

Fax: 00 44 1992 63 92 89

Tel: 00 44 1992 636331

E-mail: billmoule@billmoule.co.uk

Web: www.billmoule.co.uk



**the price includes hire of equipment, installation, electrical charges, maintenance & removal.**

item	each – £	quantity	£
package included in shell scheme (1 x 6ft fluorescent & 1 x 500w socket)	FOC		
6ft fluorescent	£50.75		
4ft fluorescent	£49.25		
adjustable spotlight (120 watts)	£50.75		
special price lighting package: 4 x spotlights mounted on a 4ft track	£152.25		
low voltage spotlight c/w barndoor (50 watts)	£49.25		
special price lighting package: 4 x low voltage mounted on a 4ft track	£147.75		
sunflood (300 watts)	£66.00		
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>very important</b>            every socket will be fused to the rating ordered – therefore please specify correctly.            lighting circuits must not exceed 1000 watts / 10 luminaires         </div>	socket outlets:		
	500 watts	£95.25	
	1000 watts	£132.25	
	2000 watts	£203.00	
	3000 watts	£235.25	
4 way extension leads (UK 3 pin outlets)(socket above must be ordered)	£10.00		
mains connection charge	£10.00	1	£10.00
special fittings, single phase & three phase, all night mains, please telephone for quotation		amount	
		VAT @ 20%	
		total	

drawing	invoice	paid	date
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company invoicing name & address \_\_\_\_\_ contact name: \_\_\_\_\_

\_\_\_\_\_ telephone number: \_\_\_\_\_

\_\_\_\_\_ fax number: \_\_\_\_\_

\_\_\_\_\_ order number: \_\_\_\_\_

\_\_\_\_\_ VAT number: \_\_\_\_\_

\_\_\_\_\_ Stand no: \_\_\_\_\_

**Due to new data protection laws we are unable to request your card details on this form.**

If you would like to pay by credit card please tick this box  and we will call you upon receipt of your order - a 3% charge will be added

**a surcharge of 25%** will be added to all orders received after: 10<sup>th</sup> June 2011

**Important: please see notes overleaf**

**IMPORTANT PLEASE READ**

1. All electrical installations (including main only) must be ordered via the main electrical contractor Bill Moule & Sons Ltd.
2. All electrical installations must comply with the Venue Regulations.
3. Only one four way trailing outlet (maximum 500 watts) per socket may be used.
4. Flexible cord (round cable) may not be longer than two metres.
5. Lighting circuits must not exceed 1000 watt / 10 luminaires
6. Cheques should be made payable to: BILL MOULE & SONS LTD
7. Any complaint regarding the electrical installation must be reported in writing before the close of the exhibition.
8. Unless supplied with a drawing the installation will be fitted at the electrician's discretion.
9. If any electrical fitting/s are positioned within the stand i.e. not attached to the walls or fascia, please make sure that the corresponding light battens have been ordered from the official stand contractor.
10. Clients tracks must be installed by the owner/agent. The connection of the electrical supply to the track will be made by the official electrical contractor.
11. No allowance has been made for maintenance to clients own fittings / tracks during the exhibition.

**Please indicate below the position of the electrical items you have ordered**

Scale =


front of stand

stand no.	company
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1 square metre

For information: example of power requirements.

500 watts sockets: P.C. computers, TV's, video's, spotlights to 500w, fridges  
 1000 watts sockets: Domestic filter coffee machines, lighting up to 1000w  
 2000 watts sockets: Machinery up to 2000w  
 3000 watts sockets: Kettles, Hired coffee machines, machinery 2000w to 3000w

**LIGHTING CIRCUITS MUST NOT EXCEED 1000 watts**

# CONTACT LIST

<p><b>AUDIO VISUAL</b>          Aztec Event Services Ltd          Units 1-2 Falcon Business Centre          Wandle Way          Mitcham          Surrey, CR4 4NB          Tel: +44 (0) 20 8687 3340          Fax: +44 (0) 20 7100 1609          Email: <a href="mailto:sales@aztecuk.net">sales@aztecuk.net</a>          Website: <a href="http://www.aztecuk.net/">http://www.aztecuk.net/</a></p>	<p><b>EXHIBITION NAMEBOARD</b>          Stanco Exhibitions          Contact: Hayley Thomas/Adam Shepherd          Tel: +44 (0) 1495 273600/ 273649          Fax: +44 (0) 1495 271970          Email: <a href="mailto:hayley.thomas@stanco.co.uk">hayley.thomas@stanco.co.uk</a>  <a href="mailto:adam.shepherd@stanco.co.uk">adam.shepherd@stanco.co.uk</a>            Website and online ordering:  <a href="http://www.stanco.co.uk/options/ICNS2011">http://www.stanco.co.uk/options/ICNS2011</a></p>
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