



HARROGATE
— CONVENTION CENTRE —

Contractors Electrical Order Form 2018/2019

Harrogate Convention Centre, King's Road, Harrogate, North Yorkshire, HG1 5LA, T: 01423-500500

Email: Exhibitionservices@harrogateconventioncentre.co.uk

All fields marked with an (*) are required

Event Start Date*

Event Name*

Company Name*

Email Address*

Contact Name*

On-Show Contact Name*

Contact Number*

On-Show Contact Number*

Stand Name*

Stand Nr.

Invoice Address*

Additional Information/Instructions

**Orders placed less than 7 days prior to the event
"get in" date will be subject to 20% Surcharge**

If you have any queries please call Exhibition Services
on 01423 537448 or email :
Exhibitionservices@harrogateconventioncentre.co.uk

Sub Total (Ex.VAT)

VAT @ 20%

Grand Total

CONTRACTORS ELECTRICAL TERMS & CONDITIONS v04.15

1. Orders placed less than **7 DAYS** prior to event may be subject to a 20% surcharge.
2. Orders will only be accepted on the official electrical order form.
3. Refunds will only be given if written cancellation is received not less than **7 DAYS** prior to the exhibition 'get-in' day.
4. Prices quoted are for the provision of electrical mains and consumption (excluding VAT).
5. All electrical installations must meet the requirements of **BS7671:2008** and current amendments.
6. All electrical installations must be inspected and tested, with results entered on forms provided by Harrogate Convention Centre.
7. Electrical services are not to be used until satisfactory forms are submitted.
8. All electrical work and equipment will comply with the Electrical at Work Act 1989.
9. Each block of stands will have a separate main with a maximum of 6 stands per block. Sub-main distribution is not permitted (except when informed by Harrogate Convention Centre that dedicated mains are unavailable).
10. One four-way multi-socket trailing lead (maximum length 2 metres) per socket outlet permitted. Plug in adapters are not allowed.
11. All operatives carrying out electrical work shall be suitably qualified and competent. Evidence may be requested by the Harrogate Convention Centre.
12. Cee-form plugs can be loaned free of charge. **A penalty of £100 +VAT will be levied for each one not returned.**
13. Method statements and risk assessments are to be supplied for all work.