

or Email: exhibitionservices@harrogateconventioncentre.co.uk

KING'S ROAD HARROGATE NORTH YORKSHIRE HG1 5LA, ENGLAND TEL: 01423-500500 FAX: 01423 537261

E: EXHIBITIONSERVICES@HARROGATECONVENTIONCENTRE.CO.UK WWW.HARROGATECONVENTIONCENTRE.CO.UK

Contractors Electrical Order Form 2017/2018

EVENT TITLE							STAND NO:	
EVENT DATES	FROM:			ī	·0:			
CONTRACTOR								
ADDRESS								
	TOWN:		POST			ODE:		
CONTACT DETAILS	TEL NO:		MOBIL			E NO:		
	EMAIL:							
·								
CONNECTIONS PER EVENT			COMMENTS		COST £	QTY	TOTAL £	
32amp single phase Cee-form						150		
(Halls A, B, C, D, M, Studio 2(G), Studio 1(H) & Queens Suite)								
32amp 3 phase and N Cee-form						300		
(Halls A, B, C, D, M, Studio 2(G), Studio 1(H) & Queens Suite)								
63amp single phase Cee-form						250		
(Halls A, B, C, D, M, Studio 2(G), Studio 1(H) & Queens Suite)								
63amp 3 phase and N Cee-form						500		
(Halls A, B, C, D, M, Studio 2(G), Studio 1(H) & Queens Suite)								
125amp single phase and Cee-form						410		
(Halls A, B, C, D, M, Studio 2(G) & Studio 1(H)								
125amp 3 phase and N Cee-form (Halls A, B, C, D, M, Studio 2(G) & Studio 1(H))						820		
By Prior Agreement						45		
Halls use of installed 13amp sockets								
By Application						90		
Halls 24hr Supply 13amp (Please ask the Event Planner assigned to your event)								
IT TEASE ASK THE EVENT TRANSC	.r ussiyiicu to	your cycme						
Mains Power, Inclusive of Consumption Sub Total								
Orders placed less than 7 days prior to the exhibition (Ex VAT)								
"get in" date may be subject to 20% surcharge								
I HAVE READ AND AGREE WITH THE HARROGATE CONVENTION CENTRE TERMS AND CONDITIONS (Please tick)					ONS	Sub Total (Ex VAT)		
If you have any queries please call						(At ı	VAT prevailing rate)	
Exhibition Services on						Total		
01423 537223							(Including VAT)	



Date Passed to Event Planner:

E-PAYMENT REFERENCE:

CONTRACTORS ELECTRICAL TERMS & CONDITIONS VO4.15

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. IMPORTANT - Full payment must be received with order. Please mark one of the following options: By Cheque, made payable to "Harrogate Borough Council" Gross £ For completion of records, and as a VAT receipt, an invoice will be raised to yourself detailing the goods requeste This invoice will be paid by the cheque you have submitted. Gross £ By Credit Card* or Debit Card For Payment by card please contact Exhibition Services on +44 (0) 1423 537223 during office hours. On completion you will be given an E-PAYMENT reference. Please ensure you write the E-payment reference CLEARLY in the box below before submitting your order form Send either by post (address overleaf) or by E-mail to exhibitionservices@harrogateconventioncentre.co.uk **E-PAYMENT REFERENCE:** DC * To cover processing fees, credit card payments attract a surcharge of 1.5% which will be added to you payment. Failure to pay for your order prior to the event will result in Harrogate Convention Centre failing to induce the facility until payment has been received, and a 20% surcharge being added for administration of the account. 4. Refunds will only be given if written cancellation is received not less than 7 DAYS prior to the exhibition 'get-in' day. 5. Prices quoted are for the provision of electrical mains and consumption (excluding VAT). 6. All electrical installations must meet the requirements of BS7671:2008 and current amendments. 7. All electrical installations must be inspected and tested, with results entered on forms provided by Harrogate Convention Centre. 8. Electrical services are not to be used until satisfactory forms are submitted. 9. All electrical work and equipment will comply with the Electrical at Work Act 1989. 10. 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). 11. One four-way multi-socket trailing lead (maximum length 2 metres) per socket outlet permitted. Plug in adapters are not allowed. 12. All operatives carrying out electrical work shall be suitably qualified and competent. Evidence may be requested by the Harrogate Convention Centre. 13. Cee-form plugs can be loaned free of charge. A penalty of £100 +VAT will be levied for each one not returned. 14. Method statements and risk assessments are to be supplied for all work. LAGREE TO THE TERMS & CONDITIONS **Print Name** Signature **Position in Company** Date For Office use only Date form received: Invoice No:

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