EXHIBITOR BOOKING FORM

MCN MOTORCYCLE SHOW
EXCEL LONDON 4TH-7TH FEBRUARY 2010

5 Easy Steps

Select a location from the floor plan, complete the form and send with your deposit to the address below. Remember that selection of a location does NOT guarantee that you will receive that site. Every effort will be made to offer you that site or a suitable equivalent.

Step 1: Complete your details

Company Name……

Contact Person……

Job Title……

Address……

……

……

County ……

Postcode……

Telephone……

Fax……

Email……

Mobile……

Web Address……

Product / service provided……

……

Step 2: Choose your Stand Type

£ **Open stands will be charged at the reduced rate of £110.00 + VAT per sqm.**

£ **Shell stands will be charged at the reduced rate of £137.00 + VAT per sqm**

Booking forms completed and returned with deposit payments by the 25th Sept 2009 will qualify for the discounted rates above. After this date the following rates will apply

£ **Open Stand: £120.00 + VAT per sqm (min 25 sqm)**
(Excludes walls, carpet and electrics)

£ **Shell Scheme: £149.00 + VAT per sqm (min 9 sqm)**
(Includes walls, carpet and lighting)

Step 3: Choose your Stand

Stand No: _____

Stand Dimensions: _____m X _____m

Total Stand Size _____m²

Step 4: calculate your stand price

Full costs of stand	£ _____
+ VAT* of 15%	£ _____
Total =	£ _____
Deposit (25% of total)	£_____

Please Tick:
£ **I enclose a cheque made payable to Expo Management Ltd.**
£ **I have completed the credit card details below.**
£ **I have instructed our bank to pay Expo Management**
***VAT is calculated at 15% and is applicable to all.**
Any changes in the level of VAT payment will be reflected in the final invoice

Please note that stand sharing of any kind is not permitted without the prior consent of the organisers. Anyone found to be stand sharing without permission WILL BE removed from the show.

Step 5: sign & send back

(I have read the rules and regulations of the exhibition and agree to abide by them)

Signed ……

Print Name:……

Date:……**Job title:**……

Please make cheques payable to Expo Management Ltd or complete the information below for credit card payment

Card Type £ **Visa** £ **Mastercard** £ **Switch / Maestro**

Card Number £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ **3 digit security code** £ £ £

Issue Number £ £ **Start Date** £ £ £ £ **Expiry Date** £ £ £ £ **Name on card**

Postcode to which card is registered £ £ £ £ £ £ £ £ **House Number** £ £ £ £

Bacs Payment; Account – Expo Management Ltd Client A/c, Sort Code; 30-98-26, Account No;02672570 Lloyds TSB Bank Plc, 22 Bridge St, Stratford upon Avon, CV37 6AG

Note. A booking form & full 25% deposit including VAT is needed to confirm a stand. Final payment will be due by 11th December 2009. Exhibitors cancelling a stand before the 13th November 2009 will be liable to pay 50% of the total stand costs including VAT. Cancellations after the 13th November 2009 will be liable for 100% of the total costs of the stand inc VAT.

Please send original booking form and deposit cheque to: **(Please keep a copy for your records)**

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