



Event & Exhibition Solutions

✓ Your trusted partner

**\*Deadline:**  
**11th August 2023**



# OPTIONAL EXTRAS ORDER FORM



Stand No:

Company Name:

Your BRONZE IG Conference stand will include:

- Blank backdrop
- Socket
- LED illuminated nameboard
- 2 x Spotlights

To enhance your presence at this event, take advantage of the below upgrade options to transform your stand, into your own individual graphic unit.

## Example of a fully upgraded stand

- |  |                          |                          |
|--|--------------------------|--------------------------|
| <b>1 Full Colour Printed Backdrop</b>              | PLEASE TICK REQUIRED     |                          |
| 3 Metre Wide - £450.00                             | <input type="checkbox"/> |                          |
| <b>2 Upgrade to Folding Counter</b>                | £60.00                   | <input type="checkbox"/> |
| <b>2a Counter FRONT graphic</b>                    | £95.00                   | <input type="checkbox"/> |
| <b>2b Counter SIDES graphic</b>                    | £52.50 (PER SIDE)        | <input type="checkbox"/> |
| <b>3 Bar Stool(s)</b>                              | £35.00 (EACH)            | <input type="checkbox"/> |
| <b>4 Zed Up literature holder</b>                  | £75.00                   | <input type="checkbox"/> |
| <b>5 AV LED 32" screen</b>                         | £395.00                  | <input type="checkbox"/> |
| AV LED 40" screen                                  | £450.00                  | <input type="checkbox"/> |
| <b>6 Graphic side infill panel</b>                 | £52.50 (PER SIDE)        | <input type="checkbox"/> |
| <b>7 Upgrade to logo illuminated LED nameboard</b> | £99.00                   | <input type="checkbox"/> |
| <b>8 Additional Socket</b>                         | £130.00 (EACH)           | <input type="checkbox"/> |
| <b>9 Additional Spotlights</b>                     | £52.00 (EACH)            | <input type="checkbox"/> |



All artwork supplied by exhibitors. See Artwork Spec Sheet

\* Orders/Artwork received after this date will be subject to a Surcharge / All prices + VAT



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## Back drop (Full Colour Print)

3m wide backdrop - 2945mm (w) x 2380mm (h)

### Note for Artworkers

Please supply artwork for backdrops with 10mm bleed all the way around, (crop marks are **NOT** required). Backdrops will be produced with a 120mm welded pocket both top & bottom for installation purposes, this should be considered when creating artwork. The graphic can be printed over this we advise that essential print such as logos or small text be avoided in these areas.

**NB** - If ordering an **AV Screen** please be aware these have fixed positions, so please make space allowances upon your artwork for where the screen appears. Please contact us for guide layout of these fixed positions.



### Counter units

Counter fronts - 876mm (w) x 843mm (h)  
Counter sides - 430mm (w) x 843mm (h)

### Side Infill panel - 462mm (w) x 785mm (h)

Please supply artwork with an additional 10mm bleed & crop marks added.



## Artwork

Please supply ready to print artwork as eps files. You must embed or include any linked or placed files. Artwork should be created at actual size where possible. For larger graphics artwork can be supplied at 10, 25 or 50% of the actual size but you must ensure the dpi is no lower than 150 dpi when enlarged to full size. **All text must be outlined to avoid any font issues.** Including the actual fonts is also advisable. The maximum finished file size accepted will be 500mb.



## Colours

When essential colour matches are required, pantone references must be clearly stated on the artwork. Please also include these details in an email. If colour information is unclear, we will print using the pantone default settings of the printer. Pantones can only be matched to 90% accuracy.



## Sending files

Your artwork can be sent us via our new FTP web portal, while smaller files upto 12mb in size can be emailed.

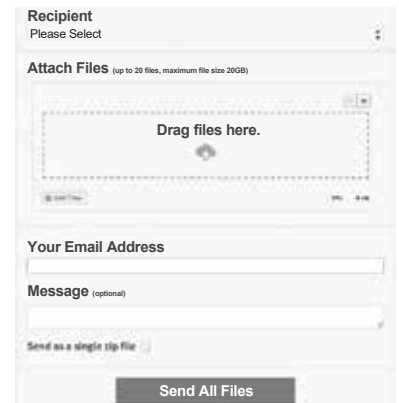
Larger and multiple files can be sent via : <https://www.mailbigfile.com/igevents>

Here you can select the recipient in the dropdown box and attach your file(s) by either dragging and dropping or using the add files button, then simply add your email address and a message.

**In the Message box please detail the event and stand number.**

Once all this is done click send all files and wait for the file to send before closing the page.

You will receive an onscreen message and a notification email to let you know your files have reached the recipient.



## Terms & Conditions

All artwork must be supplied by **Friday 11th August 2023**. If suitable artwork has not been received by this date a surcharge of 20% per stand will be charged. If artwork is received after **Friday 25th August 2023** we cannot guarantee production for the event, but if production is possible the surcharge will increase to 50% per stand. If artwork is not supplied following the guidelines above you may be charged for artwork preparation time at £55 per hour.

**Special Note:** Index will not be held responsible for unpredictable results in colour reproduction if both pantone references and hard copy proofs are NOT supplied in advance of production. Please also ensure no layers are locked and colours are not set to overprint.





<b>Exhibitor Name:</b>	<b>Stand Number:</b>
Company Name: _____	
Address: _____	
Postcode: _____	
Telephone: _____	Facsimile: _____
Contact Name: _____	EU VAT Number (if applicable): _____
Email: _____	PO Number: _____

### PAYMENT POLICY

**Payment for services**— Index Group Ltd requires payment in full at the time services are ordered.

**Method of payment**— Index Group Ltd accepts all major credit / debit cards and bank transfers. Purchase orders are not considered payment.

We require your payment authorisation to be completed and returned even if you are paying by bank transfer. You do not need to complete your card details unless you wish to pay by this method. Please tick the box below to indicate your preferred method of payment.

**Bank Transfer**   
**Credit/debit card**

**Full payment must be received prior to the build up of the show.**

**Cancellations/Refunds**— Please note that refunds will not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not eligible for a refund.

**Bank Transfer & Cheque Payment Information:**  
 Bank details will be provided on your invoice for BACS payments.  
 Please include your invoice number in your payment reference.

**I agree in placing this order that I have accepted the Terms & Conditions of the Index Group Ltd:**

Signed: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_/\_\_\_/\_\_\_

### CREDIT CARD CHARGE AUTHORISATION

All information must be provided. Your order will not be processed if any information is missing.

**Please note that there is a surcharge for credit card transactions.**

Please ensure this form is returned with all orders.

**Debit Card**   
**Credit Card**   
**American Express**

Card Number: \_\_\_\_\_  
 Expiry Date: \_\_\_/\_\_\_  
 Security Code (Last 3 digits on signature strip) \_\_\_\_\_  
 Start Date (if shown): \_\_\_/\_\_\_  
 Issue Number (if shown): \_\_\_\_\_

Cardholders Name: \_\_\_\_\_  
 Cardholders billing address (If different to above): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_  
 Date: \_\_\_/\_\_\_/\_\_\_

**Please note this form will be destroyed once payment has been processed/received.**

If you have any questions relating to any of the information on this form please contact us on:  
 0800 085 9885