**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.

1. Full Colour Printed Backdrop  
   3 Metre Wide - £450.00  

2. Upgrade to Folding Counter  
   £60.00

2a. Counter FRONT graphic  
   £95.00

2b. Counter SIDES graphic  
   £52.50 (PER SIDE)

3. Bar Stool(s)  
   £35.00 (EACH)

4. Zed Up literature holder  
   £75.00

5. AV LED 32” screen  
   £395.00

   AV LED 40” screen  
   £450.00

6. Graphic side infill panel  
   £52.50 (PER SIDE)

7. Upgrade to logo illuminated LED nameboard  
   £99.00

8. Additional Socket  
   £130.00 (EACH)

9. Additional Spotlights  
   £52.00 (EACH)

*Example of a fully upgraded stand*

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

**Backdrop (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.

**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 up to 12mb in size can be emailed. Larger and multiple files can be sent via: [https://www.mailbigfile.com/igevents](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.
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