

RETURN WITH APPLICATION FORM

# ELECTRICAL ORDER FORM

COMPANY NAME	
TRADING NAME	
CONTACT NAME	

Please return as soon as possible, but at the least by 10 December to ICHF Limited. Prices include ALL mains (except on late orders) and consumption fees – there will be no further charges.  
 Contractor is PWS Electrics (cheques payable to ICHF Ltd). All prices plus VAT.

EXTRAS	£ EACH	QUANTITY	EXTRAS	£ EACH	QUANTITY
Up to 500w socket (power and lighting)	117.00		75w halogen spot	77.00	
Up to 1000w socket (power and lighting)	184.00		75w halogen on arm	82.00	
Up to 2000w socket (socket power only)	255.00		300w flood on arm	87.00	
Up to 3000w socket (socket power only)	306.00		500w sunflood	122.00	
Spotlight (no socket required)	62.00		HQI 70w	112.00	
Spot on Arm (no socket required)	67.00		Light Battens (fixing of lights other than on perimeter of stand)	10.00 per metre run	
6ft Fluorescent (no socket required)	77.00		Electrical Testing (BS7671) (2008)	N/A	
SUBTOTAL			SUBTOTAL		
			VAT		
			TOTAL		

**Please Note:** 1) Exhibitors are solely responsible for fitting their own equipment to battens, fascia's, walls etc.  
 2) All your own equipment MUST have PLUGS attached. Our contractor can ONLY supply SOCKETS. Direct connections to your own equipment are NOT POSSIBLE due to testing regulations.  
 3) Conduits are run down the walls to sockets at floor level; request sockets in corners or as appropriate. 13 amp sockets – NO ADAPTORS

**SURCHARGE:** Due to difficulty caused to our electrical contractor, [orders not received by 10 January 2020 will be subject to a 10% SURCHARGE.](#) **NO ORDERS** after 1600 on build-up day. Mains charges payable on late orders.  
**LATE ORDERS ON SITE:** cannot be guaranteed and will receive a **20% SURCHARGE** (and mains charge).

PAYMENT METHOD	Please highlight/mark as appropriate your payment method:	
Payment with Order	Direct to Bank (BACS)	Debit Card

CONTRACTOR	If you use a contractor and the invoice/receipt is to be sent to THEM, please complete:	
Contact Name:	Company Name:	Address:

Exhibiting Company:	
Signed:	
Name:	
Date of Order:	

## ELECTRICAL LAYOUT SHEET

It will help our electrician if you:

- a) Show where you want your socket/spotlighting/fluorescent to be fitted.
- b) State if the socket is to be placed at floor level/top of stand/behind fascia etc.

BACK OF STAND

**Key**

X = socket  
..... = fluorescent  
O = single spot  
OOO = 3 spot pack

**Comment:**

FRONT OF STAND (FASCIA)

- \* If we do not receive a plan from you then spotlights/fluorescents will be sited on the back of the fascia. Sockets will be placed at back of stand at floor level.
- \* ANY ALTERATIONS TO POSITIONS ON SITE WILL BE CHARGEABLE.

### **ELECTRICAL REGULATIONS**

Would exhibitors please note that special electrical regulations apply to all major exhibition venues.

A few that may be relevant to you are:

1. All electrical connections must be enclosed (no strip connectors).
2. Only one extension block lead of not more than 2m long to be used in each socket.
3. Adaptors and reel type extensions shall not be used.
4. Leads on exhibitors' equipment not more than 2m long.
5. Maximum loading of lighting on ONE socket is 1000w.
6. All metal fittings and equipment must be earthed.
7. If you use your own equipment it must comply with all regulations and is subject to testing and spot checks.
8. Not more than one flex to one plug top.
9. Sockets must not be overloaded i.e. 500w sockets only 500w maximum.
10. PORTABLE APPLIANCE TESTING (PAT): All electrical equipment should have been tested before arriving on site and have the relevant confirmation sticker attached.

**Your own equipment MUST have PLUGS attached. Our contractor can ONLY supply SOCKETS.**

With your own lighting it may avoid long leads if you have your socket fitted to the rear of the fascia or at the top of the back wall. Please show the required position of sockets etc. in the box above.

**Stand No:**

COMPANY NAME	
TRADING NAME	
CONTACT NAME	