

# Floor Covering Order Form



Show		Show Dates		<b>ORDER BEFORE XXXX TO RECEIVE THE EARLY BIRD PRICE – ALSO APPLIES ONLINE</b>
Venue		Order deadline		
<b>Please note, that this is a carpeted venue, so if you wish to order Floor Covering, you will also need to order Floor Plats</b>				

Hall/Stand No		Company	
Contact Name		Invoice Address	
		Post Code	
Telephone		VAT No.	
Email		Signature	

To place your order online, please visit <https://ordering.ges.com/0000XXXX> or email your order form to [xxxxx@ges.com](mailto:xxxxx@ges.com).

To order by phone:  
T: +44 (0) 2476 380 180

PREFERRED LAYING DATE...../...../..... In case a raised floor or floor flats are required, please get in touch with an Exhibitor Services Co-ordinator - [xxxxx@ges.com](mailto:xxxxx@ges.com)

CODE	QTY m <sup>2</sup>	DESCRIPTION	COLOUR	UNIT PRICE	TOTAL
<b>Removal and recycling is included in the cost of our cord and velour ranges, but there is a small charge for removing all other floor covering products.</b>					
RS		Removal Service		£1.32	
FF		Floor Flats			
				NETT TOTAL £	
				VAT 20%	
				GRAND TOTAL £	

For frequently asked questions, please visit our online brochure, and download a copy of the Floorcovering Services Guide: <https://insights.ges.com/i/1072092-exhibitor-floor-covering-guide/0?>

**Please Note:** Our floor covering ranges are supplied on 4-metre-wide rolls. Depending on your stand size, you may be charged for any wastage.

- Upon receipt of the form, our team will send you an official invoice with payment information.
- At the onsite GES Service Desk, we are unable to accept cash for orders placed on site.
- A £25.00 fee per invoice will be charged for any contact or address changes made after receipt of the invoice.
- Cancelled orders may incur a charge for up to 100% of total costs.
- Please note that your order is only processed if payment is received prior to opening of the show.
- Whilst every effort is made to ensure an exact colour match, we cannot be responsible for varied colour supplied to the batch production.
- For full terms and conditions, please refer to <https://www.ges.com/eu/terms-and-conditions>.
- To chat online with an Exhibitor Services Co-ordinator, please go to <http://www.ges.com/eu/exhibitors/servicentre>, scroll down, and click on the Online Chat icon, which is linked to the Live Chat.