


Traditional Shell Scheme Extras Order Form & Grid Plan Form



Show	 14-16 SEPT 2025 OLYMPIA LONDON	Top Drawer	Show Dates	14 th – 16 th September 2025	ORDER BEFORE 5PM GMT 14TH AUGUST TO RECEIVE THE EARLY BIRD PRICE – ALSO APPLIES ONLINE.
Venue	Olympia, London		Order deadline	14th August 2025	

PLEASE NOTE: ORDERS PLACED ONCE EVENT IS IN BUILD WILL BE SUBJECT TO AN ADDITIONAL 20% SURCHARGE

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/000032819> or email your order form to topdrawerautumn@ges.com.

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

CODE	QTY	DESCRIPTION	EB PRICE	STANDARD	TOTAL
STAND EXTRAS - Subject to Availability					
T/WP		ADDITIONAL WALL PANEL (to match shell scheme) 2.74m x 1m	£116.17	£139.40	
T/EWD		LOCKABLE DOOR section with set of keys	£141.10	£169.32	
T/EWC		ENTRANCE WAY curtain	£141.10	£169.32	
T/FS		FLAT SHELF 1m Wide x 300mm deep	£57.29	£68.75	
T/SS		SLOPING SHELF 1m wide x 300mm deep	£57.29	£68.75	
T/SA		STORAGE AREA in the corner of your shell scheme. Using 1 x wall panel (2.74m H x 1mW). 1 lockable door section	£257.27	£308.72	
T/PLASMA		Plasma Board - Maximum weight 35kg	£25.75	£30.90	
WALL DECORATION – All Prices Per Linear M / Per Panel (1m Wide x Panel Height)					
T/PW-R		<p>GES TO PAINT WALLING AND RETURN TO WHITE</p> <p>DULUX paint Name & Reference required: _____</p> <p>Deadline: 28th August 2025</p> <p>DATE & TIME OF ARRIVAL _____</p> <p>PLEASE NOTE – ONLY DULUX PAINT COLOURS (Emulsion)/ REFERENCES WILL BE PROCESSED. COLOUR MUST BE SUPPLIED AT TIME OF ORDERING.</p>	£93.36	£112.03	
T/PRS-C		<p>**PAINTING YOUR OWN STAND**</p> <p>NEW FOR ALL 2025 SHOWS – PLEASE READ</p> <p>GES TO RETURN YOUR STAND WALLS TO WHITE (COMPULSORY IF PAINTING YOUR OWN STAND)</p> <p>If you are painting your own stand, you will need to instruct GES to return the panels back to white on your behalf. Please note, only emulsion paints can be used on Traditional shell scheme panels. It is not permitted to return the stand back to white yourself. This can cause problems during the breakdown due to wet panels.</p> <p>Reduced Price Deadline (£10.00 Per Panel): 5th September 2025 Standard Price Deadline (£35.00 Per Panel): 16th September 2025</p> <p>If you do not order this service and paint the stand yourself, you will be sent an invoice post-show at a rate of £42.00 Per panel.</p>	£10.00	£35.00	
T/WPR		WALLPAPER REMOVAL SERVICE – Price per linear metre, this applies to exhibitors who are hanging wallpaper to the shell scheme wall panels	£56.76	£68.11	
LIGHT BATTENS ARE NOW ORDERED VIA ELECTRICAL ORDER FORM					
All orders must be accompanied by a diagram showing location and relevant information in connection with your order. Orders will not be accepted without this information. (Please see grid location form on the following page).			Sub total		
			VAT 20%		
			TOTAL		

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Grid Plan

Use the grid plan below (birds-eye view) to specify the layout of your stand so we can position your items according to your requirements.
Please draw your shell scheme stand into the grid plan and add your ordered items to it.

↑ Neighbouring Stand No:	<div style="position: absolute; top: 0; right: 0; width: 100px; height: 40px; border: 1px solid black; text-align: center; line-height: 40px;"> ↑ Neighbouring Stand No: </div> <div style="position: absolute; bottom: 0; right: 0; width: 100px; height: 40px; border: 1px solid black; text-align: center; line-height: 40px;"> ↓ Neighbouring Stand No: </div>	↓ Neighbouring Stand No:
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Height from floor of shelving, rails, etc. (if applicable)

Item code: _____ mm from floor _____

Item code: _____ mm from floor _____

Item code: _____ mm from floor _____

- 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 15 days prior to opening of the show.
- For full terms and conditions please refer to <https://www.ges.com/eu/terms-and-conditions>.
- To chat online with an Exhibitor Service 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.