

# Shell Scheme Nameboard Order Form

Show		Show Dates	19 <sup>th</sup> – 22 <sup>nd</sup> June 2017	Return By
		Venue	Manchester Central	19th May 2017

Hall/Stand No		Company	
Contact Name		Invoice address	
		Post Code	
Telephone		Fax	
Email		Signature	
VAT No.		Company Reg No.	

**Return form to:**  
 GES Ltd  
 Silverstone Drive  
 Gallagher Business Park  
 Coventry, West Midlands  
 CV6 6PA  
 T: +44 (0)2476 380 064  
 F: +44 (0)2476 380 427  
 E: [congress2@ges.com](mailto:congress2@ges.com)

**If you have booked a shell scheme stand through the Organiser, we will build your stand. Your company name and stand number will be supplied on a standard panel fixed to the front of your stand. Please fill in this form and return before the deadline date to ensure your name panel is correct.**

## NAME THAT YOU WISH TO APPEAR ON YOUR SHELL SCHEME

Please write clearly if handwritten as mistakes resulting from illegible handwriting will be charged for maximum of 34 characters including spaces

1. Please fill the space provided with the name and stand number you require to be displayed on the Name Board of your stand, please make sure your type carefully or write clearly if you have printed off, as changes that have to be made due to illegible writing or incorrect typing will be a charged for.
2. Use **upper and lowercase** when completing this form and include any characters you wish to appear case sensitive, however the organisers do have the right to convert all names to capitals, or break up names typed in using all capital letters into capitalized each word if typed in all caps if they feel it is appropriate for the show.
3. We restrict the Name Boards to 34 Characters including spaces.
4. We normally provide one name board per open fascia, on stands that have an open fascia of 10 metres or more this can often be increased to two but this is dependent on the style of the shell scheme.
5. If a return form, is not received we will take the name provided by the organisers from the exhibitor list, if it is necessary to change this after the deadline **there will be a charge** of £30 + Vat be applied per board changed.
6. If you have a specific enquiry regarding your name you can email [Awaterspeach@ges.com](mailto:Awaterspeach@ges.com) remembering to state which **show** you are exhibiting at and your **stand number** in the Subject Heading.
7. **Deadline for receipt** of name board return form should be no later than **21 days before** show opening
8. Return Forms, can be posted or faxed or emailed direct if unable to submit to the above email providing the name of the show is entered into the subject heading on the email, a acknowledgement of receipt can only be sent on reply to an email.
9. If you have booked a shell scheme after the deadline date please return this form immediately.

**PLEASE SEND ONLY ONE COPY, EITHER BY FAX OR POST – THANK YOU.**

**PLEASE REMEMBER TO KEEP A COPY FOR YOUR RECORDS!**

**If your business is registered in an EU country, you will be charged VAT in accordance with current EU Regulations unless you are able to provide us with a current and valid VAT number.**