

**HiRequirements are the approved stand contractor for the Four Oaks Trade Show**

The display panels offer exhibitors complete flexibility. Any configuration can be supplied from a single panel to a full stand. We ask you to complete this enquiry form indicating your requirements, and we will submit a formal quotation based on the rates shown overleaf.

If you have any questions on your stand layout, please contact us so we can help you plan for a successful show.

**ENQUIRY FORM**

<b>Stand number</b>			
<b>Company name:</b>		<b>Company address:</b>	
<b>Contact name:</b>			
<b>Telephone number:</b>		<b>Email:</b>	

**PLEASE TICK THE BOXES FOR ITEMS YOU REQUIRE FOR YOUR STAND**

<b>Exhibition panels:</b>				<b>Nameboard:</b>	
<b>Carpet:</b>	Dark Grey <input type="checkbox"/>	Dark Green <input type="checkbox"/>	Dark Blue <input type="checkbox"/>	<b>Furniture:</b> (See next page for options)	

**PLEASE DRAW INDICATION OF STAND LAYOUT BELOW IF EXHIBITION PANELS REQUIRED**

**For Furniture & Accessories – please see next page and complete order form below:**

<u>Quantity</u>	<u>Description</u>	<u>Quantity</u>	<u>Description</u>



**Hire Rates**

**EXHIBITION EQUIPMENT**

7ft high fabric covered display panels	£8.00 per running ft	Nameboard (30"x 4½") (Black lettering, white background)	£20.00
Heavy base plates	£3.25	Spotlights	£11.00
Corner angle supports	£5.00	Perspex Literature Dispensers (to fix onto panels)	£5.00
Display Panel shelves	£10.00		
Free-standing Counter Units		Floor-standing literature dispensers (A4)	£37.50
4ft x 2ft x 3ft high	£47.50		
2ft x 2ft x 3ft high	£40.00		
Carpet (sale item)	£6.50 per sq. yd (fitted to your stand)	Velcro strip	£3.00 per yard

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**FURNITURE**

Circular aluminium table & 4 aluminium chairs	£47.50 per set	Polypropylene stacking chair	£3.50
		Dralon upholstered chair	£7.00
		ISO Black chair / chrome frame	£10.00
2ft 6ins sq. table, laminate top	£12.50	Poseur table	£37.50
4ft x 2ft 6ins table, laminate top	£15.00	Bar stool/Reception stool	£15.00
6ft x 2ft 6ins table, laminate top	£17.00	Low level upholstered seating unit	£37.50
51ins x 19ins table, laminate top	£15.00	Black fabric tub chairs	£37.50
Coffee table (centre pedestal)	£15.00		
		Black ash cupboard	£30.00
4ft or 6ft wooden folding table	£7.00	Lockable cupboard	£50.00
Wooden easel	£25.00		

**ALL PANEL/CARPET ORDERS SUBJECT TO A DELIVERY, INSTALLATION & COLLECTION CHARGE OF £50.00**

**ALL FURNITURE ONLY ORDERS SUBJECT TO A DELIVERY & COLLECTION CHARGE OF £25.00**

PLEASE NOTE: All equipment is supplied subject to our general terms and conditions of hire, a copy of which is available on request

**ALL RATES PLUS VAT**

**On receipt of your order, a VAT invoice will be issued**

**PAYMENT TERMS:** Settlement of invoice required no later than Friday 5 August 2022  
 No reservation of equipment can be guaranteed in respect of payment received after the due date



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