

# Stand Fitting Order Form

Human Built (a trading division of Paragon Group UK Ltd)  
Forward Park, Bagot Street, Unit 2B, Birmingham, West Midlands B4 7BA, GB  
Company Number 00551336 VAT Number GB 708 8765 91

Tel: 0121 794 2769 Email: [orders@wearehb.com](mailto:orders@wearehb.com) Web: [wearehumanbuilt.com](http://wearehumanbuilt.com)



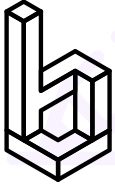
Show Information				Office use only
Show open date	Show close date	Show name	Venue	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Your Information			*Mandatory fields
*Company name <input type="text"/>			
*Contact name on stand <input type="text"/>	*Contact telephone number on stand <input type="text"/>	Contact email address on stand <input type="text"/>	
*Hall number <input type="text"/>	*Stand number <input type="text"/>	VAT number <input type="text"/>	
*Billing address <input type="text"/>		Address line 2 <input type="text"/>	
*Town/city <input type="text"/>	*Post code <input type="text"/>	*Country <input type="text"/>	

Code	Description	Qty	Unit Price	Total
WP	1m wide x 2.5m wall panel			
DR	Lockable door section with 2 keys			
STR1	1m x 1m storage area with lockable door with 2 keys (1 wall panel & 1 lockable door section, ideal for corners)			
STR2	1m x 1m storage area with white curtain (Not secure) (1 wall panel & 1 white curtain, ideal for corners)			
FS	1m wide x 300mm deep flat shelf (white)			
SS	1m wide x 300mm slopping shelf (white)			
GHR	1m wide hanging rail with rail set (tbc) from wall			
WB	1m section of wooden battening fixed to shell scheme mental framework			
DP	1m wide x 300mm MDF display panel (white)			
CLD1	1m wide x 2.4m high unfinished MDF cladding			
CLD2	1m wide x 2.4m high MDF cladding painted white			
CLD3	1m wide x 2.4m high MDF cladding painted a colour of your choice, please provide Dulux colour reference in the quantity box			
SWP	1m wide x 2.5m high slatwall panel (white)			
WMC	1sqm of white muslin ceiling, please provide your stand size in the quantity box			
HC	1 pack of hook & chain (2m of chain with 2 's' hooks)			
PLT	40mm high platform with skirting painted black, please provide your stand size in the quantity box			
AE	1m section of aluminium edging for open sides of platform			

If an item you would like to order is not listed, or if you need some specialised advice, please get in touch with a member of our team for advice on 0121 794 2769 or email [orders@wearehb.com](mailto:orders@wearehb.com)

<b>Subtotal</b>	£
<b>VAT (20%)</b>	£
<b>Grand Total</b>	£



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### Show Information

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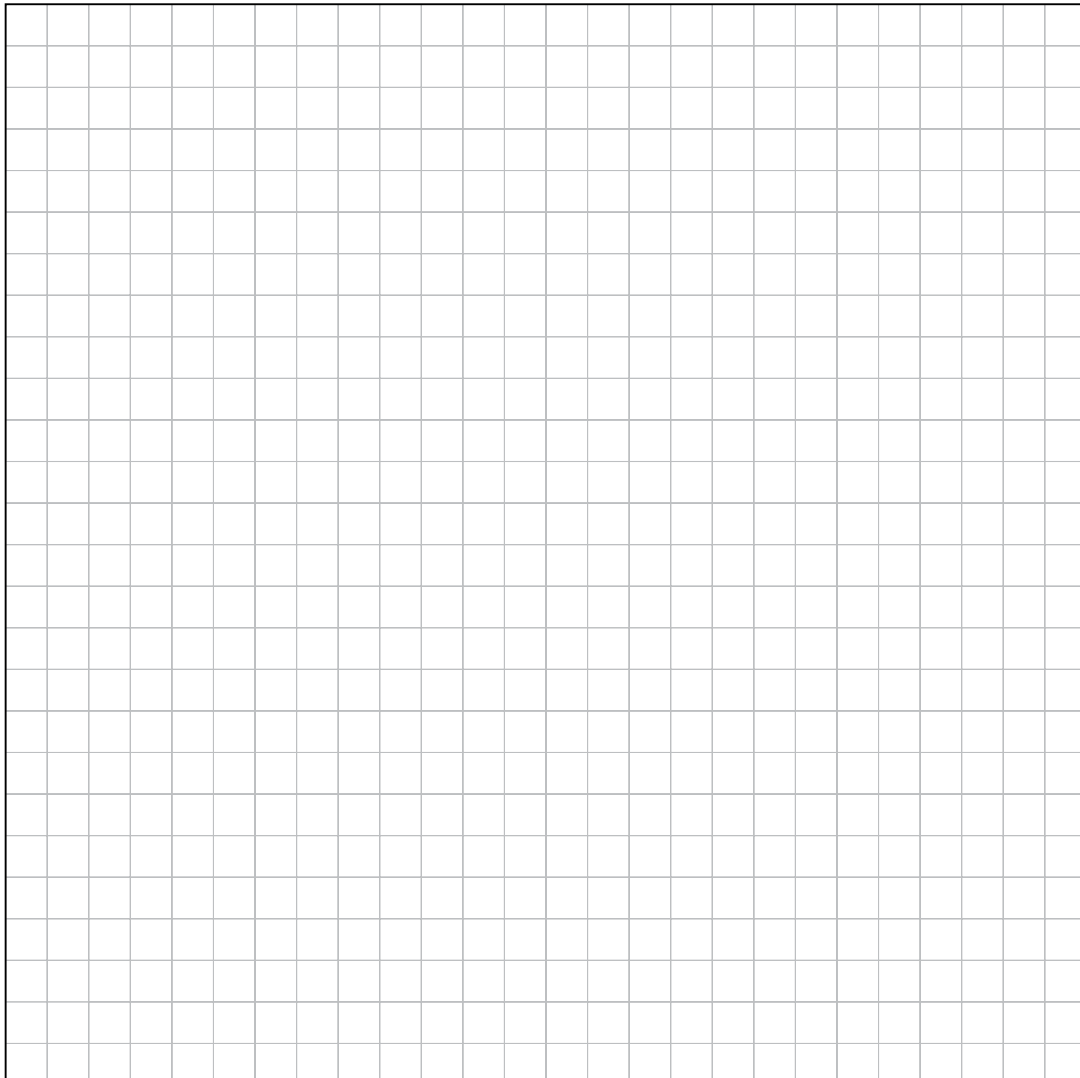
\*Stand number

\*Hall number

\*Stand name



Please ensure you provide a detailed floor plan clearly showing the location of your ordered items, if items need re-positioned on-site and a clear plan has not been provided you may be charged a small fee. Mark walls with a thick line so it is clear where the products have to be positioned.



Front of stand

Stand Size:

Metres

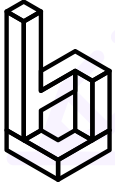
X

Metres

Human Built will do their utmost to ensure your items are installed correctly first time round so please make sure you help us by providing a clear detailed plan.



Some items may need to be positioned slightly differently depending on the build if the shell scheme.



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## Payment Policy

### Payment Terms And Conditions

View at:  
[https://wearehumanbuilt.com/terms\\_purchase](https://wearehumanbuilt.com/terms_purchase)

### METHOD OF PAYMENT

Human Built accepts all major credit/debit cards. Purchase orders are not considered payment.

### ADJUSTMENTS AND CANCELLATIONS

No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees.

- The whole invoice value must be paid no later than fifteen days prior to the show opening date.
- If paying by card, for your convenience, we will use this authorisation to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

If you have any questions regarding our payment policy, please call customer services on:

0121 794 2769.

## How to Pay

### Bank Transfer

Bank name: Barclays Bank Plc  
Bank address: Snowhill Queensway,  
Birmingham, B4 6GN  
Swift code: BARCGB22  
Account no: 13373185  
Sort code: 20-37-63

Bank transfers from overseas please quote the following:

IBAN BIC: BARCGB21  
IBAN NO: GB83BARC20000043812995

### Credit/Debit Cards

To pay for your order by credit/debit card please contact our customer services team to make a payment over the telephone.

☎ 0121 794 2769  
🌐 [www.wearehumanbuilt.com](http://www.wearehumanbuilt.com)  
✉ [orders@wearehb.com](mailto:orders@wearehb.com)



All mandatory information must be provided. Your order will not be processed if any information is missing. To view our full terms and conditions and privacy policy please consult our website [wearehumanbuilt.com](http://wearehumanbuilt.com)

## Order Authorisation

\*Mandatory fields

\*Signature (only complete this section if paying by bank transfer):

\*Date:

\*Printed name

**Secure your order today**  
Scan and return this form to us by email, alternatively  
Call us on 0121 794 2769

Please complete and return form to [orders@wearehb.com](mailto:orders@wearehb.com), you can expect an invoice with 3-5 working days. If you need advise or want to place your order over the phone and make payment with card please call 0121 794 2769. Payment must be made prior to going onsite or goods may be withheld.