












































ADDITIONAL FURNITURE REQUIREMENTS Deadline 10 September 2016

COMPANY NAME:
 TEL: FAX: STAND NO: HALL NO:
 CONTACT PERSON: POSITION:

ITEM DESCRIPTION	QUANTITY	IMAGE	ITEM DESCRIPTION	QUANTITY	IMAGE
BAR STOOL BLACK AND WHITE			BLACK CHAIR		
CADET BAR WHITE			NOUVEAU BLACK FOLDING CHAIR		
WHITE			MURPHY CHAIR BLACK		
LYCRA COCKTAIL TABLE WITH WHITE COVER			CHAIR BLACK		
COLADA GLASS COCKTAIL TABLE			PICTORIAL CHAIR		
BAR TABLE BLACK AND WHITE			MARVEL COFFEE TABLE		
GLASS TABLE WITH CHROME STAND			COFFEE TABLE		
SWAN CHAIR			ALPHA ROUND COFFEE TABLE WHITE		
FABRIC EGG CHAIR			ALPHA SQUARE SMALL COFFEE TABLE WHITE		
ROMAS CHAIR BLACK AND WHITE			MELODY COFFEE TABLE		
PLUTO CHAIR			SOFA (SINGLE)		

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ITEM DESCRIPTION	QUANTITY	IMAGE	ITEM DESCRIPTION	QUANTITY	IMAGE
MELODY SINGLE SEATER SOFA			EXPANDABLE BROCHURE		
MOON SINGLE SEATER SOFA WHITE			FULL LENGTH MIRROR		
SOFA (DOUBLE SEATER)			WASTEPAPER BASKET		
MOON (DOUBLE SEATER) WHITE			BARRIER		
MELODY 2 SEATER SOFA			ELECTRIC KETTLE		
SOFA 3 SEATER			NESPRESSO COFFEE MACHINE		
MELODY 3 SEATER SOFA			MICROWAVE OVEN		
WHITE ZIA POD CHAIR			ELECTRIC WATER DISPENSER		
ALPHA ROUND COFFEE TABLE WHITE			BOTTLE WATER DISPENSER		
MAGAZINE STAND			KANE BROCHURE STAND		
ADJUSTABLE ACRYLIC					

TOTAL NUMBER OF ITEMS:

.....
SIGNATURE

.....
DATE

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Deadline 10 September 2016

Should you wish to add to your package, we have a full range of furnishings to enhance and decorate your stand. You may order using our Furniture Order Form which are included in this manual and sending the forms with payment to.

spb@xposure.ae

TERMS AND CONDITIONS

INVALID ORDERS: Orders received without payment will not be considered valid orders. Invalid orders will neither be reserved nor delivered. Orders will be considered valid from the date that payment is received. Services and items will not be delivered to exhibitors without valid orders.

ORDER DEADLINE: Please return forms and place orders for all services with payment as per mentioned deadlines to avoid any unnecessary surcharges or disappointment. We are happy to provide new services and items to exhibitors after the mentioned deadlines; however, these will all be subject to a surcharge of 30%, (unless otherwise specified). All invalid orders, (orders received without payment), will be subject to a surcharge of 30%

Cancellation Policy

All pre-ordered services, items and packages are subject to non-refundable Cancellation fees as follows:

- Cancellation on or before 20 days before the first day of build up: No Cancellation fee is applicable unless otherwise specified. Money will be refunded via bank transfer, (less the bank fee), or by crediting the account.
- Cancellation after 20 days before the first day of build up: Cancellation fee is applicable at 50% of the total value of what is being cancelled. Money will be refunded via bank transfer, (less the bank fee), or by crediting the account.
- Cancellation from the first day of build up: Cancellation fee is 100% of the total value of what is being cancelled.

Payment Procedures:

We are able to accept payments by credit card or cash (restrictions apply).

Payment via Credit Card

We are able to accept payment via credit card Visa and MasterCard only. We are only able to accept cards that are physically present. We accept cards onsite.

Payment via Cash

We are able to accept payments made in cash at our main office in Al Majaz Amphitheatre and at our onsite office during build up and the show opening. We accept currency in AED and USD only.

* BY SENDING IN THIS FORM YOU HAVE UNDERTAKEN THAT YOU HAVE READ AND UNDERSTOOD THE CONTENT OF THE MANUAL AND THE TERMS & CONDITIONS OF EXHIBITING AT XPF 2016