

Meeting room order confirmation

Meeting room locations will be confirmed on a first come first served basis.



Please pick your preferred meeting room

☐ **8 person** meeting room cubicle **\$5,500.00**
(15m², Set up for 8 pax)

☐ **8 person** lounge and meeting room **with package** **\$8,000.00**
(15m², set up for 8 pax)

☐ **12 person** lounge and meeting room **with package** **\$10,500.00**
(32m², set up for 12 pax)

**Your preferred meeting room selection number is:
please provide more than one choice**

Choice 1 _____

Choice 2 _____

Choice 3 _____

Choice 4 _____

Choice 5 _____

CONTACT DETAILS

NAME

COMPANY

EMAIL

CANCELLATION TERMS AND CONDITIONS

Returning the order form constitutes an agreement.

Cancellation will incur the following charges:

Cancellation after confirmation:.....**10% of the fee**

6-12 weeks prior to event.....**50% of the fee**

Less than 6 weeks.....**100% of the fee**

SIGNED ORDER FORM

PAYMENT TERMS

FEE: \$ Currency: USD

Account name: **MA Exhibitions Ltd**

Account number: **7771 5442** Sort Code: **40-12-76**

IBAN: **GB22HBUK40127677715442**

BIC: **HBUKGB4B**

Bank: **HSBC, 60 Queen Victoria Street,
London, EC4N 4TR, UK**

☐ Invoice: 100% due within 30 days

☐ Credit card payment

If you wish to pay by credit card please contact conferences@groundhandling.com

Hawley Mill, Hawley Road, Dartford, Kent, DA2 7TJ, UK

Tel: +44 (0)1322 626997 | Fax: +44 (0)1322 221188

e-mail: conferences@groundhandling.com

To view the terms and conditions visit:

<http://groundhandling.com/termsandconditions/meetingroom.pdf>