



11-13 March 2025
Olympia London
Defining the future
of creative content

Lifting and Handling Order Form



**Deadline for orders:
Friday 14th February 2025**

Orders received after this are subject to 20% surcharge

Company Name			
Invoice Address			
		Post code	
Stand Name		Stand/ Hall No	
Onsite contact		VAT No	
Email address			

<input type="checkbox"/> I agree to the terms and conditions of ILS	Print name	
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To view our Conditions of Trading please click [here](#) and our data privacy policy please click [here](#)

Please indicate below the services you wish to order from ILS:

- On site courier reception (includes delivery to stand) In Out £85.00 per cbm or part/ 333kg
- Advance warehouse In Out £85.00 per cbm or part/ 333kg
- Offloading (3t forklift) £10.00 per cbm or 333kgs, min 3cbm, per lift
- Reloading (3t forklift) £10.00 per cbm or 333kgs, min 3cbm, per lift
- Empty Case Storage (returned AM Friday 14th March) £30.00 per cbm, min 2cbm
- Empty Case Storage (priority – return PM Thursday 13th March) £60.00 per cbm, min 2cbm
- Freight Transport Customs Clearance (if applicable) quotation upon request
- ILS Admin fee will apply to all orders £35.00 per operation

N.B. Charges are based on work carried out Monday to Saturday from 0800-1900 hours. Work outside these hours/days are subject to 50% surcharge. There is a minimum charge of £50.00. All prices are subject to VAT at the rate current at the time of invoicing. A full quotation/pro-forma invoice for all services indicated will be supplied and pre-payment must be made prior to commencement of work

QUANTITY	DESCRIPTION	L x W x H cms	WEIGHT KGS
		x x	
		x x	
		x x	
		x x	
		x x	
		x x	

***Must be completed**

***Total value of goods £**

Unload date for exhibits		am	Reload date for exhibits		am
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Credit card details are required to guarantee booking.

Card number																			
Start date					Expiry date					Security Code									
Name on the card											Debit	<input type="checkbox"/>	Credit	<input type="checkbox"/>					

Please return completed form to

John Lawson - International Lifting & Shipping

International House, Colonnade Point, Central Boulevard, Prologis Park, Coventry CV6 4BU

Tel: +44 (0) 24 7633 7955 Email: jl@i-l-s.co.uk Website: www.ils-logisticslive.co.uk

All business is undertaken subject to the current edition of our Conditions of Trading, copies of which are available upon request. These conditions contain provisions which limit and/or exclude our liability and should be read carefully. Without prejudice to the generality of those conditions, please note that in no circumstances will we accept responsibility for goods left unattended at any time, whether on a stand or in an open store or otherwise (All stores deemed open unless expressly stated otherwise)