



# PLUMBING PREPAYMENT ORDER FORM

**Deadline date: 25.05.2026**



**Event Name: London Tech Week 2026**  
**Event Date: 8<sup>th</sup> – 10<sup>th</sup> June 2026**  
**Olympia London**

**ATD Electrical Ltd, Unit 93, Greenway Business Centre, Greenway, Harlow, CM19 5QE**  
 Sales: **Kelly West at Tel: +44 (0) 1279 507890**, Email: [atdvenueservices@atdelectrical.com](mailto:atdvenueservices@atdelectrical.com)

**FULL PAYMENT MUST BE SUBMITTED WITH THIS FORM. INCLUDING 20 % VAT**  
**YOUR ORDER CANNOT BE PROCESSED WITHOUT PAYMENT IN FULL. PLEASE ENSURE ALL SECTIONS ARE FILLED BEFORE RETURNING**

## EXHIBITOR DETAILS:

STAND NUMBER: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_  
 COMPANY TO BE INVOICED: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 INVOICE ADDRESS: \_\_\_\_\_ POSTCODE: \_\_\_\_\_  
 TEL: \_\_\_\_\_ EMAIL: \_\_\_\_\_ VAT NUMBER: \_\_\_\_\_  
 COMPANY REGISTRATION NUMBER: \_\_\_\_\_

THE EARLY BOOKING PRICES (BELOW) ARE AVAILABLE ONLY ON ORDERS RECEIVED **BY 25/05/2026**. STANDARD PRICES WILL APPLY TO ORDERS RECEIVED AFTER THIS DATE. **ONSITE ORDERS WILL BE SUBJECT TO A 20% SURCHARGE.**

DESCRIPTION			EARLY BOOKING PRICE	STANDARD PRICE	QTY.	TOTAL
Please state position and height overleaf of all items ordered	W/W	Cold water & waste to clients own single sink or equipment	£900	£1,079		
	W/W1	Extra cold water & waste to clients own sink or equipment on same block/stand	£497	£597		
	WWD	Cold water & waste to client own double sink	£1,107	£1,329		
	WS or WS1	Cold water OR waste supply only to clients own sink or equipment (Please delete a s appropriate)	£451	£541		
	WS3 or WS4	Extra cold water OR waste service to clients own single sink or equipment on same block/stand	£262	£315		
	SPK	SINGLE SINK UNIT PACKAGE 1 X Single sink unit to include water & waste 1 X water heater c/w water connection <b>Spur outlet must be ordered via electrical contractor</b>	£1,316	£1,580		
	DPK	DOUBLE SINK UNIT PACKAGE 1 X Double sink unit to include water & waste 1 X water heater c/w water connection <b>Spur outlet must be ordered via electrical contractor</b>	£1538	£1,846		
	SGP	Gas supply This will be supplied with a 3/4" BSP Female lever valve <b>SEE NOTE 'A'</b>	£900	£1,079		
	SGP1	Extra gas supply on same block/stand This will be supplied with a 3/4" BSP Female lever valve <b>SEE NOTE 'A'</b>	£736	£883		
	W/W2	Water & Waste to upper floor of double deck stand	£1,147	£1,377		
	WHWC	Water heater including water connection but EXCLUDING POWER	£359	£429		
	WCS	Water connection to clients own heater	£185	£220		

## IMPORTANT GAS INFORMATION

**NOTE A:** Please note that any gas appliance brought to site must be commissioned and certificated by your own Gas Safe engineer.

The venue will "NOT" connect or commission any appliances.

**PLEASE SPECIFY ANY ADDITIONAL ORDERS OR QUOTATION DETAILS OVERLEAF. IF YOU HAVE ANY QUERIES PLEASE DO NOT HESITATE TO CONTACT THE RELEVANT PERSON ABOVE.**  
**IF YOU DO NOT RECEIVE AN INVOICE CONFIRMATION WITHIN 10 DAYS OF PLACING YOUR ORDER, PLEASE CONTACT US TO CONFIRM YOUR REQUIREMENTS.**

**PLUMBING SUB TOTAL**  
**+ VAT @ 20.00 %**  
**PLUMBING TOTAL**

**IMPORTANT****EQUIPMENT POSITION DIAGRAM**

This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered. If you have not ordered a platform floor pipes may be visible on your stand, please indicate where you would like your piping to run.

Please circle the scale to which you have drawn your stand

BACK OF STAND


FRONT OF STAND

1 square = 1m

1 square = 2m

If you do not complete this diagram items will be placed at our discretion. Subsequent change will be subject to a £25 charge.

W/W

= **Water and Waste**

SINK

= **Sink**



= **Piping**

Space only

☐

Shell Scheme

☐

Do you have a platform?

☐

(If not please indicate where pipes should run)

Additional

Information

\_\_\_\_\_

\_\_\_\_\_

COMPANY NAME \_\_\_\_\_

STAND NO \_\_\_\_\_

## TERMS & CONDITIONS

1. Our quoted prices are based on the current costs of materials and labour. We reserve the right to pass on any increases in same which occur prior to the completion of any work.
2. Our Rate card is based on a standard price for services, if the works involve additional planning, resources and materials. This will be deemed quoted works and may result in a higher price than quoted above.
3. Orders and delivery dates are accepted subject to our being able to secure the necessary labour and materials. We accept no responsibility for non or part completion due to any cause beyond our control.
4. The customer shall make payment of the agreed contract price in full at the time of placing the order; this shall also apply to additions to or amendments of the order. Time shall be of the essence and the company will not process any orders unless and until this condition is satisfied.
5. If by reason of force majeure, labour difficulties or shortage of materials, or any cause outside our control, the company during the whole or part the duration of the exhibition, the company's liability shall be limited to the return of a corresponding proportion of the charges paid and payable by the customer for such goods and services and the company shall not be liable for any loss of profit or consequential costs.
6. If any customers, for whatever reason, fails to pay any account once it has fallen due, we reserve the right to recover our goods and to suspend delivery of further products or the execution of further work to the company or any associated company, without prejudice to our right to recover any loss sustained.
7. All goods, materials, plant machinery supplied by us, shall be on hire unless otherwise stated. The period of hire will be the tenancy period of the exhibition unless otherwise stated. We shall enter the Exhibition premises to collect and to remove the items on hire as soon as permitted after the close by the exhibition organisers. All such goods etc. shall be entirely at the customer's risk from delivery or installation at the exhibition premises (as appropriate) until collection by the Company and customer shall reimburse us for any loss or damage to same whilst on hire.
8.
  - (a) We do not exclude our liability in respect of death, or personal injury of any party resulting from negligence of ourselves, our servants or agents (but not of our sub-contractors, if any).
  - (b) We do not exclude our liability for loss of, or damage to the exhibits or property of the customer where this has directly been caused by our negligence; provide that any claim in this respect is made in writing within 7 days of the incident.
  - (c) Any claim resulting from (b) shall be limited to the amount of any loss of or diminution in value of the goods, and the Company shall not be liable for any consequential cost or any loss of profit.
8. Save as expressly provided in these conditions, the customer shall indemnify us against all actions, claims and demands whatsoever, arising from any loss or damage of whatsoever nature suffered by any party as a result of our conduct in completing the contract or complying with any exhibition conditions.
9. The customer shall comply with all conditions imposed by the Organisers or Promoters of the Exhibition and shall be solely responsible for obtaining written consent from these parties for any modification or waiver of said conditions.
10. We are not responsible for any injury, or damage to property or any loss or damage direct or indirect and of whatever nature caused or arising out of:
  - (I) delay or failure to deliver goods or materials or to carry out work from causes outside our control
  - (II) Failure or defect in any goods or materials, plant or fitting not manufacturing by us.
11. We reserve the right to charge on to the customer any additional costs in association with the contract due to alterations incurred at the behest of the customer, the exhibition promoter or the safety Officer after the date of the order
12. All quotations, designs, drawings, plans and models prepared by us remain our property and copyright
13. Unless otherwise agreed in writing, these terms and conditions apply to all contracts entered into by us to the exclusion of any terms and conditions contained in the customer's order which conflict or purport to modify, and to the exclusion of any conditions or warranties implied by common law or statute.
14. Orders received or amended later than the return date shown on the order form will not be carried out until after completion or orders received prior to this date. Late orders will be subject to standard prices and will be carried out in the order in which they are received and will only be accepted on this basis.
15. COMPLAINTS: Complaints with regard to the services provided must be submitted in writing during the open periods of the exhibition. This will ensure that they are fully investigated on site. No liability for claims can be accepted unless this condition is complied with.
16. CANCELLATION: Cancellation of orders must be submitted in writing. Where written cancellation is received later than one week prior to the start of build-up, the service ordered will be charged at the full rate as the work is prepared in advanced.
17. The contract shall in all respect be governed by and construed and interpreted in accordance with laws of England and the customer agrees to submit itself to the non-exclusive jurisdiction of the English Courts.

## OLYMPIA REGULATIONS TO EXHIBITORS AND ORGANISERS

Users of the venues water and waste systems are not to discharge anything into the water and waste stream which is deemed to be corrosive or harmful or which may cause an obstruction or deposit within the systems.

It is the responsibility of the end user to employ suitable methods to avoid inappropriate discharge into the systems, the waste system is to be used for water or water soluble products that do not change structure within the waste stream.

Waste products have to be removed by appropriate methods by the end user, if the end user has brought a product to the venue e.g. cooking oil, then they must remove it appropriately when they leave, failure to comply will result in a charge being levied in relation to the cleaning regime which has to be deployed commensurate with the deposited product.

The following is a list of products which are prohibited to be deposited in the waste stream.

1. Meat fats
2. Lard
3. Cooking Oil
4. Shortening
5. Butter and Margarine
6. Rice
7. Food Scraps
8. Baking Goods
9. Sauces
10. Dairy Products
11. Fats, Oils or Grease from cars, Lawnmowers etc.
12. Coffee Grinds
13. Egg Shells
14. Chunks of Garbage
15. Paper
16. Solvents, Paints, Turps, Nail Polish and remover
17. Corrosives
18. Prescriptions and over the counter medicines