



Lifting and Handling Order Form



**Deadline for orders
Monday 27th April 2026**

22nd to 24th May 2026

Company Name			
Invoice Address			
		Post code	
Stand Name		Stand/ Hall No	
On site contact name/ no		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:

- | | | | |
|---|--|--------|---------------------------------------|
| <input type="checkbox"/> Pre/ post show warehouse | In <input type="checkbox"/> Out <input type="checkbox"/> | £85.00 | per 1cbm, 333kgs, min 1cbm |
| <input type="checkbox"/> On site courier reception | In <input type="checkbox"/> Out <input type="checkbox"/> | £50.00 | per 1cbm, 333kgs, min 1cbm |
| <input type="checkbox"/> Offloading (3t Forklift) | | £10.00 | per 1cbm or 333kgs, min 3cbm per lift |
| <input type="checkbox"/> Reloading (3t Forklift) | | £10.00 | per 1cbm or 333kgs, min 3cbm per lift |
| <input type="checkbox"/> Empty Case Storage | | £30.00 | per 1cbm, min 2cbm |
| <input type="checkbox"/> Freight Transport <input type="checkbox"/> Customs clearance | In <input type="checkbox"/> Out <input type="checkbox"/> | | quotation upon request |
| Admin fee (applies to all orders) | | £35.00 | per operation |

N.B. Charges are based on work carried out during official tenancy. Work outside these hours/days are subject to surcharges. There is a minimum charge of £65.00. 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	W	H	cms	WEIGHT KGS
		X		X		
		X		X		
		X		X		
		X		X		
		X		X		
		X		X		

*Must be completed	*Total value of goods	£	
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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

Ian Hickman
International Lifting & Shipping
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 Tel: +44 (0) 24 7633 7955 Email: ian@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)