



## Exhibitor lead retrieval system

The exhibitor lead retrieval system for the Ideal Business Thames Valley includes:

- A simple to use, 5000 scan capacity bar code scanner for use during the event
- Unlimited downloads from the scanner on site
- A while-you-wait service for full print outs from each download
- A csv file containing all data from all downloads by email
- We can also supply data on a memory stick
- Visitor data will include
  - Visitor name
  - Visitor Job title
  - Visitor organization name
  - Organization postal address
  - Organization telephone number
  - Organization fax number
  - Visitor country
  - Visitor email address

**Order deadline: Monday 14 April 2008**

**Price: £150.00 + VAT per scanner (Per Show)**

Please complete the order form and send it, with your payment and a signed copy of the Terms & Conditions, to:

**Reftech Services Ltd**

1-3 The Pavilions  
Amber Close  
Tamworth  
Staffordshire  
B77 4RP

**Telephone: +44 (0)1827 61666**

Facsimile: +44 (0)1827 61661 | Email: [enquiries@reftech.co.uk](mailto:enquiries@reftech.co.uk)

A receipted invoice will be sent by return.

Or fax to: 01827 61661. An invoice will be sent and payment must be received 1 week prior to the show to ensure supply of your bar code scanner(s).



## Ideal Business Show Thames Valley 2007

Exhibitor lead retrieval system order form

**(PLEASE USE BLOCK CAPITALS)**

1. Exhibiting organisation name .....
2. Exhibiting organisation address .....  
.....
3. Exhibiting organisation telephone .....
4. Stand number .....
5. Main contact name .....
6. Main contact email address .....
7. Stand name (if different from 1 above) .....
8. Please supply ..... scanners for use at the event
9. Authorised signatory .....
10. Name (please print) .....
11. Date .....

The cost of the service including downloads and supply of data on paper and e-mail is **£150.00 + VAT** per scanner

Order deadline: 2 weeks prior to the show

Please complete the order form and send it, along with a signed copy of the Terms & Conditions and a cheque made out to RefTech Services Ltd, to:

RefTech Services also accept payment by BACs or Credit Card. Please call if you would like to make your payment this way.

Ideal Business Show c/o Reftech Services Ltd, 1-3 The Pavilions, Amber Close, Tamworth, Staffordshire, B77 4RP

A receipted invoice will be sent by return.

Or fax to: 01827 61661. An invoice will be sent and payment must be received 1 week prior to the show to ensure supply of your bar code scanner(s).

**Please complete and return both pages if applicable, by fax to Reftech Services on 01827 61661 by Monday 14 April**



Terms & Conditions

**Company**.....

**Stand Number**.....

1. RefTech Services Ltd ('RefTech') agrees to hire a bar code scanner to the company named above as an exhibitor ('the Exhibitor') at Ideal Business Show Thames valley event.
2. Should the Exhibitor choose to cancel the order, there will be no refund unless agreed in advance by RefTech.
3. The Exhibitor may collect the scanner from the designated area at the event during the following times:  

The day before the show starts	14:00 hrs to 18:00 hrs
First show day	08:30 hrs to 17:00 hrs

Collection at other times is at the discretion of RefTech.
4. The Exhibitor agrees to take all reasonable care to prevent damage to or loss of the bar code scanner.
5. The Exhibitor must return the scanner to the designated area at the event by 18:00 hrs on last event day.
6. Should the bar code scanner become damaged or lost or is stolen while it is in the Exhibitor's possession, the Exhibitor will be liable to a charge not exceeding £100.00, regardless of who is responsible for the loss, damage or theft.
7. RefTech will download data from the bar code scanner hired to the Exhibitor and will provide analysis of the data by email to one email address nominated by the exhibitor.
8. RefTech will take all reasonable care to ensure that the data contained in the bar code scanner is delivered to the Exhibitor in a form that can be read by Microsoft Excel but cannot be held responsible for any loss of data nor for the accuracy of that data nor for any consequential losses.
9. This agreement is subject to English Law. Any disputes arising out of the agreement are to be resolved by recourse either to a UK based mediator acceptable to both parties or, failing that, action through the UK courts.

Agreed for the exhibitor (signature) .....

Please print your name .....

Date .....

**Please complete and return both pages if applicable, by fax to Reftech Services on 01827 61661 by Monday 14 April**