

Please complete and return this form to:  
**Slide & OTS Winter 2024**  
e: [colette@mediacontactservices.co.uk](mailto:colette@mediacontactservices.co.uk)



The basis of the contract is under the general terms of contract for order forms.

Your company name, address

# Standbuilder Contact

**Applies to space only stands.**

One copy of this form to be returned by 30 November 2023

To facilitate co-ordination in the construction and dismantling of your exhibition stand, please specify which firms have been contracted by you for stand design/construction, stand fitting and other specialist exhibition services not included within this handbook. Vehicle delivery passes and contractor access passes are unlikely to be required. Please fill in the type of supplier (ie: stand building, stand dressing) as well as their details in the boxes below or affix their business cards.

**If you are building/creating the stand yourself without any external contractors, just return the form with 'self-build' below.**

contractor type \_\_\_\_\_ contractor type \_\_\_\_\_  
contact name \_\_\_\_\_ contact name \_\_\_\_\_  
company \_\_\_\_\_ company \_\_\_\_\_  
tel \_\_\_\_\_ tel \_\_\_\_\_  
email \_\_\_\_\_ email \_\_\_\_\_

**NB: You should be able to complete this form on-screen, save as a new name and email to [colette@mcspr.co.uk](mailto:colette@mcspr.co.uk)**