



RCPsych  
International Congress 2026  
15th - 18th June 2026  
ACC, Liverpool

## FURNITURE ORDER FORM

Stand No.

Deadline Date - Friday 15th May 2026

Additional items are available to order online - [www.IndexGroupfurniture.org](http://www.IndexGroupfurniture.org)

Qty	Reference	Colour	Description	Price	Total

[www.IndexGroupfurniture.org](http://www.IndexGroupfurniture.org)

Company Name:	
Address:	
	Postcode:
Telephone:	Name:
EU VAT No:	
Email:	

Sub Total	
Vat 20%	
Total	

Please return this form to the address below with full payment by the above deadline date. **Orders received after the deadline date will incur a 15% surcharge.**

Please state colour preference where applicable

You must insure against loss or damage 5 times the hire cost.

Payment is due 14 days prior to delivery

**No goods will be supplied unless full payment is received**

Please return to:

INDEX GROUP LTD  
Europa House, Meaford Way, London, SE20 8RA  
Telephone: 0800 085 9885 Facsimile: 03454 303016  
E-mail: [furniture@indexgroup.org](mailto:furniture@indexgroup.org)



Event & Exhibition Solutions  
Your trusted partner

# Payment & Credit Card Charge Authorisation

Exhibition Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

EU VAT Number (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

PO Number: \_\_\_\_\_

## PAYMENT POLICY

**Payment for services —**  
**Index Group Ltd requires full payment prior to the build up of the show.**

**Method of payment—** Index Group Ltd accepts all major credit / debit cards and bank transfers. Purchase orders are not considered payment.

We require your payment authorisation to be completed and returned even if you are paying by bank transfer. You do not need to complete your card details unless you wish to pay by this method and are ordering electrics.

Please tick the box below to indicate your preferred method of payment.

Bank Transfer   
Debit Card (surcharge)   
Credit Card (surcharge)   
American Express (surcharge)   
Card payment link to be sent   
(not available for electrical order payments)

### **Bank Transfer Payment Information:**

Bank details will be provided on your invoice for BACS payments. Please include your invoice number in your payment reference.

### **Payment link for card payments**

If you would like a payment link to be sent please confirm in the details above the email address this should be sent to.

**Cancellations/Refunds—** Please note that refunds will not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not eligible for a refund.

**I agree in placing this order that I have accepted the Terms & Conditions of the Index Group Ltd:**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

## CREDIT CARD CHARGE AUTHORISATION

### **To be completed for Electrical orders only**

*A payment link for card payments will be sent for all other Index Group services*

All information must be provided. Your order will not be processed if any information is missing.

**Please note that there is a surcharge for Credit and American Express card transactions.**

Please ensure this form is returned with all orders.

Debit Card (surcharge)   
Credit Card (surcharge)   
American Express (surcharge)

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_/\_\_\_/\_\_\_\_\_

Security Code (Last 3 digits on signature strip) \_\_\_\_\_

Start Date (if shown): \_\_\_/\_\_\_/\_\_\_\_\_

Issue Number (if shown): \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Cardholders billing address (If different to above): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Please note this form will be destroyed once payment has been processed/received.**

If you have any questions relating to any of the information on this form please contact us on: 0800 085 9885

**Please return this form and completed order form to corresponding email/postal address which can be found on the bottom of the relevant order form.**



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