



Dimension 8

# Online Ordering Guidelines

All the information you need to get prices and place your order online.

2014

The easiest way to order your additional Stand fitting items, electrical requirements (not mains only), furniture and carpet is via the online ordering system on our website;

### Step 1

Enter [www.dimension8.com](http://www.dimension8.com) into your browser.

The screenshot shows the Dimension 8 website homepage. At the top left is the Dimension 8 logo. The main heading is "A New Dimension to Your Exhibition". A navigation menu includes: Home, Company Profile, Shell Scheme, Bespoke Schemes, Graphics, Furniture & Electrics, FAC, **Online Ordering** (circled), and Contact Us. Below the menu, there are three main sections:

- Online Ordering**: A section with a sub-heading "The online ordering facility allows registered event exhibitors to order additional fittings for their stand." Below this is a link "Click here to access Online Ordering >>" (circled). Underneath is a "Name Boards" section with a sub-heading "If you have a stand at any of our exhibitions, you can tell us the name you would like to appear on your name board." and a link "Click here to complete the Name Board Order Form >>" (circled).
- Welcome to Dimension 8**: A section with a sub-heading "Welcome to Dimension 8" and a paragraph: "With 20 years experience in providing exhibition services to exhibition and conference organisers, UK trade associations, chamber of trade & joint venture project groups, acting on behalf of their members participating at international trade fairs in Europe through to individual exhibitors." Below this is another paragraph: "Dimension 8's services include – exhibition floorplans, floorcovering, furniture hire, shell scheme, electrical and lighting distribution and full-colour graphics solutions". A final paragraph states: "From one central hub in the UK with various associate companies throughout the EU – Dimension 8 Limited services exhibitions at all major venues throughout the UK and mainland continental Europe - From the Cardiff International Arena to the Feira Roma. We are also approved suppliers at a number of UK venues."
- Image Gallery**: A vertical column of three images showing exhibition stands.

At the bottom left, there is a Twitter follow button for @dimension8Ltd and text: "Dimension 8 Ltd is a Octanorm Service Partner. Winner of AEO Excellence Award 2002. © 2010 Dimension 8 Ltd. All rights reserved." At the bottom right, there are logos for "aEO association of exhibition organisers", "OCTANORM", and "ESSA Event Support and Services Association".

### Step 2

Click on the link to access the online ordering system

### Step 3

- You will then need to provide information such as event name and stand number. (please see form below)



## A New Dimension to Your Exhibition

For queries or assistance with your order, please contact **Liz Board or Heidi Bourne**: 01633 270808 / [liz@dimension8.com](mailto:liz@dimension8.com) / [heidi@dimension8.com](mailto:heidi@dimension8.com)

[Home](#)

### Online Ordering

Please complete the form below by selecting the relevant exhibition and stating your stand number.

Name:

Company:

Telephone Number:

Email Address:

Address (including Postcode):

**\*\*Please Select Your Exhibition\*\***

Mind, Body, Spirit Festival, Brompton Hall, Earls Court, 29/05/2012



Stand Number:

Exhibition Password:

Submit

- Please be sure to select the correct event from the dropdown list.

If you do not know the password for your event please contact the event organiser, alternatively contact [info@dimension8.com](mailto:info@dimension8.com) stating your stand number and which show you are attending.

- Once you have access to the system you can browse prices, find images of furniture and place an order;

## Online Ordering

Please select the additional stand fittings you require from the categories below.  
For each category, select the quantity for each fitting, then click "Update Order".

**Categories:**

[Stand Fittings](#)  
[Electrical Fittings](#)  
[Carpet Fittings](#)

Furniture Fittings: [Chair Fittings](#)  
[Table Fittings](#)  
[Bar Stool Fittings](#)  
[Display Fittings](#)  
[Storage Fittings](#)  
[Kitchen/Miscellaneous Fittings](#)  
[Furniture Packages](#) -> [details](#)

**Related Activities:**

[Stand Nameboard Form](#)

**Related Information:**

[UK Furniture Brochure](#)  
[Shell Schemes](#)  
[Bespoke Schemes](#)  
[Graphics Information](#)

**Stand Fittings:**

Description	Unit Price	Quantity
Wall Panel 2.5m x 1m [A]	55.00 GBP	0
Tinted Glass Wall Panel [AG]	90.00 GBP	0
Lockable Door [B]	105.00 GBP	0
Curtained Doorway [C]	80.00 GBP	0
Hat & Coat Rack 1m [D]	25.00 GBP	0
Flat Shelf 1m x 0.3m [E]	30.00 GBP	0
Angled Shelf 1m x 0.3m [F]	32.00 GBP	0
Garment Rail 1m [G]	20.00 GBP	0
Chain Hanging Packs [H]	18.00 GBP	0
Literature Dispenser A4 [I]	65.00 GBP	0
Lockable Counter 1x0.5x1m [J]	80.00 GBP	0
Lockable Showcase 1x0.5x1m [K]	160.00 GBP	0
Muslin Ceiling square metre [L]	10.00 GBP	0
Colour Change linear metre [M]	68.00 GBP	0
Raised Platforms square metre [N]	21.00 GBP	0
Flooring square metre [O]	16.00 GBP	0
Night Sheeting [P]	15.00 GBP	0
Display Board 1.2x1m [Q]	52.00 GBP	0
Velcro Roll 25m (hook) [S]	40.00 GBP	0
Velcro Roll 25m (loop) [S]	40.00 GBP	0
Velcro 1m (hook) [T]	4.00 GBP	0
Velcro 1m (loop) [T]	4.00 GBP	0

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**aeo** OCTANORM  
association of exhibition organisers

- To browse the different categories please use the tabs on the left hand side
- To order something, please select the quantity from the drop down lists on the right hand side and click 'Update order' to add to your order.

- Once you have selected all of your requirements you will be provided with a list of your selected items and a total cost

### Online Ordering

Please select the additional stand fittings you require from the categories below.  
For each category, select the quantity for each fitting, then click "Update Order".  
**When you have selected all the fittings you require, [click here to proceed](#).**  
**NOTE: Orders placed within 10 working days of the build up will be subject to a 20% surcharge, due to electrical mains orders already being placed with the venue.**

**Categories:**

[Stand Fittings](#)  
[Electrical Fittings](#)  
[Carpet Fittings](#)

Furniture Fittings: [Chair Fittings](#)  
[Table Fittings](#)  
[Bar Stool Fittings](#)  
[Display Fittings](#)  
[Storage Fittings](#)  
[Kitchen/Miscellaneous Fittings](#)  
[Furniture Packages](#) -> [details](#)

**Related Activities:**

[Stand Nameboard Form](#)

**Related Information:**

[UK Furniture Brochure](#)  
[Shell Schemes](#)  
[Bespoke Schemes](#)  
[Graphics Information](#)

**Combined Total (excluding VAT):**  
155.00 GBP

**Electrical Fittings:**

**Your Selection:**  
General Purpose Spotlight 120 watt [GP] x 2 @ 40.00 GBP  
Socket Outlet 13 amp 500 watt [SK1] x 1 @ 75.00 GBP

**Total for Electrical Fittings:**  
155.00 GBP

Description	Unit Price	Quantity
General Purpose Spotlight120 watt [GP]	40.00 GBP	2
Fluorescent Fitting 8ft [F8]	42.50 GBP	0
Fluorescent Fitting 6ft [F6]	40.00 GBP	0
Fluorescent Fitting 5ft [F5]	39.00 GBP	0
Socket Outlet 13 amp500 watt [SK1]	75.00 GBP	1
Socket Outlet 13 amp1000 watt [SK2]	85.00 GBP	0
Socket Outlet 13 amp2000 watt [SK3]	125.00 GBP	0
Socket Outlet 13 amp3000 watt [SK4]	210.00 GBP	0
Socket Outlet 13 amp500 watt 24 hour supply [SP1]	90.00 GBP	0
Connection to ClientsOwn Fitting 500 watt [CO]	75.00 GBP	0
Lighting Track 8ft including8 120 watt Spotlights [LT8]	240.00 GBP	0
Lighting Track 4ft including4 120 watt Spotlights [LT4]	110.00 GBP	0
Low Voltage Spotlight50 watt [LV]	59.00 GBP	0

[Update Order](#)

- If you are happy with everything click where prompted to proceed to order summary



## A New Dimension to Your Exhibition

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### Online Ordering

Below is a summary of the extra fittings you have selected.

**If you are satisfied with your order, [click here to proceed](#).**

Alternatively, if you need to make any changes, you can [click here to amend your order](#).

**Please Note:** Goods supplied under the terms and conditions of Dimension 8 Ltd - No other terms and conditions can apply. Payment as cleared funds required prior to supply.

#### Order Summary for Mind, Body, Spirit Festival:

**Exhibition:** Mind, Body, Spirit Festival  
**Company:** 1  
**Stand Number:** 1

Category	Description	Unit Price	Quantity	Total
Electrical Fittings	General Purpose Spotlight 120 watt [GP]	40.00 GBP	2	80.00 GBP
Electrical Fittings	Socket Outlet 13 amp 500 watt [SK1]	75.00 GBP	1	75.00 GBP
Sub Total:				155.00 GBP
VAT @ 20.0%:				31.00 GBP
<b>Grand Total:</b>				<b>186.00 GBP</b>

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**aeo** OCTANORM  
association of exhibition organisers

**ESSA** Event Supplier and Services Association  
ESSA Event Supplier and Services Association

- Here you have the opportunity to double check your order and amend if needed. If you are satisfied with your order click to proceed to payment

## Online Ordering

If you wish to make payment now, please use the form below.

If you wish to defer payment and be invoiced by Dimension 8, please tick the box below, then click "Defer":

Defer Payment:

**Please Note:** A 2% surcharge will be levied on all payments made by Credit Card from 1st October 2010. A 3% surcharge will be levied on payments made by American Express.

Please enter your credit card details. Upon submission, 186.00 GBP will be debited from your credit card.

Cardholder Name:

Card Type:

Card Number:

Valid From:

 / 

Expiry:

 / 

Issue Number (Switch/Solo):

Security Code (Last 3 Digits on Signature Strip):

VAT Number (Optional but advised for non-UK E.U. orders)

**Please Note:** A 2% surcharge will be levied on all payments made by Credit Card from 1st October 2010. A 3% surcharge will be levied on payments made by American Express.

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ESSA | Event Supplier and Services Association

- There are two ways of paying for your order;
  1. Defer the payment; in which case an order will be sent to us, where it will be processed and an invoice will be created and sent to you.
  2. Pay via credit/ debit card; payment will be taken immediately from card details entered; then invoice will be created and sent electronically to email address provided.



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### Online Ordering

**Thank you for your order. Your payment of 186.00 GBP has been deferred.  
Below is a summary of your confirmed order.**

[Return to home page](#)

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#### Order Summary for Mind, Body, Spirit Festival:

**Exhibition:** Mind, Body, Spirit Festival  
**Company:** 1  
**Stand Number:** 1

Category	Description	Unit Price	Quantity	Total
Electrical Fittings	General Purpose Spotlight 120 watt [GP]	40.00 GBP	2	80.00 GBP
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Sub Total: 155.00 GBP  
VAT @ 20.0%: 31.00 GBP

**Grand Total: 186.00 GBP**

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- Whichever way you decide to pay you will have confirmation of your order and the amount taken from your card/ invoiced.

If you experience any problems using the online ordering (or there are furniture items which aren't on the system that you would like a price for) please contact [info@dimension8.com](mailto:info@dimension8.com)