

IT SERVICES ORDER FORM 2018

RATES

Early Booking rates apply to orders placed before 5pm 14 days before the first build day of the event.

Standard Rates apply for any order placed after 5pm 14 days before the first build day of the event.

WIRELESS CONNECTIVITY

You will be provided with a password, which will allow the connection of one device. Connection for additional devices can be purchased at a reduced rate. The wireless speed is up to 10mbps which will allow for streaming in HD. The service is provided on per show basis which must not be resold or transferred to any third party. EventCity reserves the right to cancel the service if these terms and conditions are not met.

Initial wireless connection :	Early - £75.00 <input type="checkbox"/>	Standard - £100.00 <input type="checkbox"/>
Additional Users: Yes <input type="checkbox"/> /No <input type="checkbox"/>	Early - £60.00 x _____	Standard - £80.00 x _____

WIRED CONNECTIVITY

The service is provided for the connection of one device. Additional IP addresses can be purchased for a reduced rate. All IP addresses will be provided automatically by DHCP. The use of Wireless Routers/Wireless Access Points is strictly prohibited unless authorized by EventCity prior to the event (which will incur a fee). The service must not be resold or transferred to any third party. EventCity reserves the right to cancel the service if these terms and conditions are not met.

Initial 10Mbps connection:	Early - £250 <input type="checkbox"/>	Standard - £500 <input type="checkbox"/>
Additional Mbps: Yes <input type="checkbox"/> /No <input type="checkbox"/>	Early - £10.00 x _____	Standard - £20.00 x _____
External IP's: Yes <input type="checkbox"/> /No <input type="checkbox"/>	Early - £250.00 x _____	Standard - £500.00 x _____

TELEPHONY

PDQ Line:	Early - £120 <input type="checkbox"/>	Standard - £500 <input type="checkbox"/>
VOIP Telephone package:	Early - £200 <input type="checkbox"/>	Standard - £600 <input type="checkbox"/>

Notes: The VOIP telephone package includes a telephone with a number that will be given to you after ordering, and free local calls with international calls being chargeable (Rates available on request)

STAND LAYOUT/ORIENTATION (Mandatory for WIRED & TELEPHONY)

Please mark on the floor plan where your stand is located within the event by noting the stand number of the surrounding stands. In the middle of the plan, draw the outline of your stand shape and mark an 'X' on the location of the service required.

Adjacent Stand N°

Adjacent Stand No

Adjacent Stand N°

Adjacent Stand No

ADDITIONAL SERVICES / HIRE EQUIPMENT



8 Port Data Switch	£50.00
5M Ethernet cable :	£10.00 x _____ =
4-Way surge protection 5M extension cord	£10.00 x _____ =
Summary of items ordered: _____ £	<p>+ Vat @ 20%</p> <p><small>(exclusions must be discussed with accounts@eventcity.co.uk in advance of submitting this form)</small></p> <p>£ _____</p>

<p>All services must be paid in full prior to the commencement of the event.</p> <p>The signatory hereafter declares that they have read and accepted the Standard Terms & Conditions above.</p> <p>If the Customer spurs their own connection, damages equipment through misuse, or fails to return any equipment to the designated collection area (i.e. your stand for collection), EventCity Ltd may take further payment in respect of this in accordance with the Standard Terms & Conditions.</p> <p>This order must be submitted to: ORDERS@EVENTCITY.CO.UK</p>	
Signature confirming this order and accepting T&C's:	_____
Date:	_____

