

2015 Event order form

EXCeL LONDON

Valid from 1st January - 31st December 2015

Internet Connection (LAN)	(unless otherwise specified below) £369	Quantity	Cost
Internet Access (up to 1 Mbps) for 1 device via the ExCeL London LAN We provide: 1 x 10/100/1000 Ethernet Connection (RJ45 male termination; 1 x Private IP Address behind the ExCeL firewall) You require: Device with working Ethernet/LAN network interface		<input type="text"/>	£ <input type="text"/>
Internet Specification: By default internet bandwidth between 1 Mbps and 8 Mbps is behind our firewall and IP addresses are provided automatically. <input type="checkbox"/> 2 Mbps @ £599 <input type="checkbox"/> 3 Mbps @ £829 <input type="checkbox"/> 4 Mbps @ £1,059 <input type="checkbox"/> 5 Mbps @ £1,289 <input type="checkbox"/> 6 Mbps @ £1,519 <input type="checkbox"/> 7 Mbps @ £1,749 <input type="checkbox"/> 8 Mbps @ £1,979 If you require a Public <input type="checkbox"/> IP address then please mark an 'X' in the box		<input type="text"/>	£ <input type="text"/>
Internet connections above 8 Mbps will require a Static Public IP address Please note our Public IP Addresses are outside the firewall with no connection restrictions <input type="checkbox"/> 10 Mbps @ £2,439 <input type="checkbox"/> 12 Mbps @ £2,899 <input type="checkbox"/> 14 Mbps @ £3,359 <input type="checkbox"/> 16 Mbps @ £3,819 <input type="checkbox"/> 18 Mbps @ £4,279 <input type="checkbox"/> 20 Mbps @ £4,739		<input type="text"/>	£ <input type="text"/>

Additional IP Address (IP)	£69	Quantity	Cost
Additional IP Address for use with the ExCeL London Internet Connection (LAN) NOTE: An additional IP address allows you to use more than one device on your cabled connection. When using a switch, you will require 1 IP address for each additional device that will be connected via a single cable. We provide: 1 x IP Address (specification based upon selection above) You require: 1 x Internet Connection; suitable switch & associated cables		<input type="text"/>	£ <input type="text"/>

Network Switch	Additional Cables will be required - 5m @ £5, 10m @ £10 and 20m @ £20	£69	Quantity	Cost
10/100 Ethernet Hub for networking multiple PC devices We provide: 1 x 8 port 10/100 Switch (NOTE: 1 x port is required for Internet uplink) You require: Suitable UK Power supply. Please note that by default an internet connection provides 1 x IP Address for 1 device. For more devices, additional IP addresses will need to be purchased for use with this switch.		<input type="text"/>	£ <input type="text"/>	

Exchange Line (ANALOGUE)*	£166	Quantity	Cost
A standard Analogue Exchange Line for connecting your, PDQ or Fax Machine We provide: 1 x UK BT Socket; 1 x RJ45/RJ11 Socket You require: PDQ or Fax Machine		<input type="text"/>	£ <input type="text"/>

Digital Telephone Service (VoIP)*	£166	Quantity	Cost
Digital Telephone Service. NOT compatible with PC modems, PDQs or Fax Machines We provide: 1 x Digital Telephone Connection; 1 x Digital Telephone Handset You require: NIL		<input type="text"/>	£ <input type="text"/>

* These services may incur call charges which will be invoiced post-event

If you have a question about any of our services, require something that you can't see here or simply need some advice about IT at your event please contact us+44 (0)20 7069 5432

Service Position *We do not accept American Express or Diners Card*

Stand Number:

Lorryway

Boulevard

Please indicate the position of services on your floor plan or the diagram opposite so that IT & Communications ensure the cable is brought to the nearest floor-duct

NOTE: 5m of cabling is provided to the nearest floor-duct before the stand is built. Please instruct your stand builders to route the cabling through any stand construction to your point of service.

Stand Plan Enclosed Shell Scheme
 Platform / Raised Floor

20% Late Order Surcharge (if applicable)	£ <input type="text"/>
SUB TOTAL (excluding VAT)	£ <input type="text"/>
20% VAT	£ <input type="text"/>
TOTAL (including VAT)	£ <input type="text"/>

Please contact us if you have not received confirmation of your order within 7 days

Summary of Terms *This order is accepted on the understanding that full IT & Communication Terms and Conditions apply (available upon request)*

- Debit/Credit Card details are required as security against call charges and/or loss or damage to IT & Communications hire equipment for which they are liable upon receipt until they are safely returned.
- American Express and Diners Card will no longer be accepted as a payment method.
- Delivery of orders cannot be guaranteed unless received 14 days before event tenancy.
- **Orders accepted after the cut-off date (14 days before tenancy) attract a 20% surcharge per service. Orders accepted during tenancy attract a 20% surcharge PLUS an additional £100 surcharge per service.**
- ExCeL London - IT & Communications will not be liable for any consequential or other direct or indirect loss suffered by the Customer howsoever caused.
- Refunds will only ONLY be given if written cancellation is received not less than 14 days prior to tenancy (Subject to an administration charge).
- Power and power distribution are not included, nor provided by IT & Communications.
- Connection to the ExCeL London network (LAN) will only be allowed if the customer is in accordance with the IT & Communications Connection Policy.

Event / Exhibitor Details

Event Name:..... Event dates:.....

Stand Number / Room Name:..... Exhibitor Stand Name:

NOTE: It is your responsibility to advise us of changes to stand numbers or locations. Any associated remedial work will attract additional charges.

Invoice Details *These are the details as they will appear on your invoice (this cannot be changed at a later date)*

Title: First Name: Last Name:.....

Job Title: Company:.....

Address:

Country: Postal/zip code:

Order Contact Details *We require contact details so we can contact you about your order*

Title: First Name: Last Name:.....

Job Title: Company:.....

Telephone: Fax:.....

Email: *Important service information will be sent to this address*

Payment Details *Orders will be invoiced, full payment must be received before the first build day of the event.*

Credit / Debit Card details are required as security against all call charges and/or loss or damage to IT & Communications hire equipment. Any unpaid balance will be debited from this card. **Your order will not be accepted without this information.**

Card Number:

Start Date:

Expiry Date:

VISA Mastercard Other

(Please tick as appropriate - We do not accept American Express or Diners Card)

Issue:

(if applicable)

Security Code:

Cardholders Name: Cardholders Signature:

(as shown on card)

Address:

Country: Postal/zip code:

- Payment Method: Please debit my card
 Bank Transfer *(Confirmation enclosed)*
 Cheque made payable to LIEC *(enclosed)*

ExCeL London - IT & Communications Bank Details
Barclays Bank PLC
London Corporate Banking,
PO Box 15161
50 Pall Mall
London, SW1A 1QA
*Sort Code: 20-65-82
Account Number: 40944505
International Customers may require the following:
IBAN: IBANGB17BARC20658240944505
BIC/SWIFT Code: BARCGB22*

ExCeL Event Services:

t: +44 (0)20 7069 5432

e: itc@excel-london.co.uk

we take every event to heart