

# Exhibitor Services Prepayment Order Form



Send with remittance to: SEC Ltd., Glasgow G3 8YW, United Kingdom ATTN: Technical Services  
Tel: 0141 275 6218 Fax: 0141 226 3423 Email: technical.services@secc.co.uk Web: http://www.secc.co.uk/planning/itservices

**Your Details**

Stand No.:

Company Name: .....

Contact (Mr/Ms/Mrs/Miss): .....

First Name: .....

Last Name: .....

Job Title: .....

Telephone: ..... Fax: .....

Email: .....

Invoice Address: .....

Country: ..... Postcode: .....

Event:

Date from:  Date to:

**Payment Details**

Cheque  Credit/Debit Card

Cheques should be crossed and made payable to "SEC Ltd."

Card Type: .....

Visa, Mastercard, Switch and American Express only.

Card Number:

Expiry Date:

Name of Cardholder: .....

Signature: .....

Address: .....

Postcode: .....

Description	Price per Unit Exc. VAT	Quantity	Total Cost Exc. VAT
<b>Telephony Services</b>			
<i>Telephone line includes up to £10 of call charges, see rates overleaf for additional charges which will be invoiced separately.</i>			
ISDN line excludes internet access, call charges and any active equipment.			
Telephone - Line only (DDI) - First Week	£68.00		
Telephone - Line only (DDI) - Additional Weeks	£38.00		
Telephone - Line (DDI) & Handset - First Week	£74.00		
Telephone - Line (DDI) & Handset - Additional Weeks	£44.00		
Telephone - Line (DDI) & Fax Machine - First Week	£175.00		
Telephone - Line (DDI) & Fax Machine - Additional Weeks	£155.00		
ISDN2 - Line only - First Week	£165.00		
ISDN2 - Line only - Additional Weeks	£128.00		
<b>Internet Access</b>			
<i>Leased line Internet connection includes unlimited access and call charges for the duration of the event. It is not an ISDN line.</i>			
2Mb Shared Leased Line Connection - Line Only	£239.00		
Additional IP Address - Line Only	£212.00		
Configuration of Exhibitor's PC	£27.00		
2Mb Shared Leased Line Connection & PC	£345.00		
Additional IP Address & PC	£318.00		
<b>LAN Access</b>			
Per 1 x 100Mbps Full Duplex Ethernet Connection	£54.00		
Per 5 x 100Mbps Full Duplex Ethernet Connection	£212.00		
Per 10 x 100Mbps Full Duplex Ethernet Connection	£371.00		
Per 20 x 100Mbps Full Duplex Ethernet Connection	£850.00		
<b>PCs and Peripherals</b>			
PC Hire (including 17" monitor) - Per Day	£106.00		
17" Monitor - Per Day	£54.00		
21" Monitor - Per Day	£79.00		
15" TFT Flat Screen Monitor - Per Day	£79.00		
Laser Printer - Per Day	£37.00		
		Sub Total	
		VAT	
		Grand Total	

## SUMMARY SPECIFICATION OF SUPPLY

### 1. Telephony Services

- a) A supply includes the installation, maintenance and removal of a telephone line which normally terminates in a standard line jack unit or RJ45 as requested, in a position on the stand as indicated on the customer's dimensional drawing.
- b) The service is metered and the cost includes the first £10 of charges. Call charges over £10 will be invoiced separately as per Table 1 below.

### 2. Internet Access

- a) A supply includes the installation, maintenance and removal of items as requested, in a position on the stand as indicated on the customer's dimensional drawing. For leased line Internet connections a CAT5 UTP cable will be presented at the customer's stand.
- b) Responsibility for configuration of leased line Internet connection rests with the customer, unless PC configuration has been ordered separately.

## CONDITIONS OF CONTRACT

1. In this document "SEC" means Scottish Exhibition Centre Limited.
2. If by reason of force majeure, labour difficulties or shortages of materials or any other cause outside the control of the SEC, SEC is unable to provide all or any of the services ordered by the customer during the whole or any part of the duration of the exhibition, the customer's rights shall be limited to the return of a corresponding proportion of the charges paid by him for such services.
3. SEC will not be liable for damage to property or death or injury caused to any persons by or in any way connected with the services agreed to be provided, except only where such damage or death or injury is occasioned by the negligence of SEC, its employees or agents.
4. On no account will SEC be liable for consequential loss suffered by the customer howsoever caused.
5. Orders placed less than 2 weeks before the first day of build up will not be carried out until after completion of orders already received. Late orders will be carried out in the order in which they are received, will only be accepted on this basis and may be subject to a 20% surcharge.
6. SEC reserve the right to refuse to process orders until payment for the supply has been received.
7. SEC is sole agent for the installation of telephone lines.
8. The customer agrees to a credit check being carried out, the details of which will be kept strictly confidential.

## CANCELLATION

Cancellation of orders will only be accepted when made in writing. Where written cancellation is received by SEC later than one week prior to start of build-up, the service will be charged at the full rate.

**TABLE 1 - SECC CALL DURATION EXAMPLES**

CALCULATIONS	PENCE PER MINUTE RATE	DURATION (DECIMALISED MINS) FOR 10P	NOTES
Local Daytime Rate	3.0	2.83	
National Daytime Rate	5.7	1.48	
Daytime Rate (Transatlantic)	19.0	0.45	*Rate for USA
Daytime Rate (Rest of World)	60.0	0.14	*Rate for Japan
Mobile Daytime Rate	34.0	0.25	*Cellnet/Vodafone rate used
International Date at Daytime Rate	23.0	0.37	*Rate to France, Germany, Netherlands
			*Discounted pence per minutes rounded up
			*Call Duration includes 3.5p setup fee

## PLEASE NOTE:

1. Have you enclosed all relevant drawings with dimensions?
2. If you require non-standard services please ask for quotations.
3. Return one copy of this form to the SEC at the above address together with your remittance. Please note your order will not be processed without your remittance.
4. The SEC will forward you a V.A.T. invoice in due course.
5. Any orders outwith the above price on application.
6. **We note the standard conditions of contract overleaf and agree that these will apply.**

**A 20% surcharge will be applied on all orders received less than 14 days before the first day of build up.**