

SECC Exhibitor Order Form

SEC Ltd, Glasgow, G3 8YW
Tel 0141 275 6218



All enquiries to technical.services@secc.co.uk

Description	Quantity	Early Bird Rate	Standard Rate	Total Cost Exc. VAT
Telephony Services				
Telephone Line - Line Only N.B This is a direct dial analogue line suitable for fax machine/PDQ's/ and dial up modems. Handsets available on request.		£88.49	£117.98	
Fax Machine Package Incorporates a telephone line and a desktop copier c/w handset		£227.72	£303.62	
Fax/Copier for Plain Paper Incorporates a telephone line.		£264.74	£352.99	
ISDN2 Line Terminates in an NT-1 box with 2 x 64kpbs/RJ45 outlets. Suitable for internet access but must be used in conjunction with clients own ISDN modem and ISP		£214.72	£286.29	
Internet Access				
High Bandwidth Internet Connection (Hard Wire) RJ45 Internet connection provided via a local DHCP server. First connection		£311.00	£414.67	
Additional High Bandwidth Internet Connections (Hard Wire) Each additional internet connection IP address		£74.04	£74.04	
PC Package PC using the latest operating system c/w 15" flat screen with high speed internet access		£456.56	£608.75	
Additional PC Package		£417.79	£557.05	
Laptop Hire Wireless enabled laptop for hire		£123.41 per day	£123.41 per day	
Laptop Package Laptop and wireless internet access		£456.56	£608.75	
Laser Printer HP compatible, colour printer		£231.39	£308.52	
Exhibitor Wireless Access		£233.26	£233.26	
Additional Exhibitor Wireless Access High speed internet. Fully supported.		£74.04	£74.04	
Bespoke IT and LAN service We will endeavour to fulfill your custom IT requirements N.B. Advance notice required.		P.O.A.	P.O.A.	
				Sub Total
				VAT
				Grand Total

Prices Valid: 1st April 2015 - 31st March 2016

N.B. Early Bird prices are offered until 7 days prior to the first day of build up. Standard Rates apply thereafter.

All items shown are hired for the duration of the show unless otherwise stated

EVENT DETAILS

Event Name	<input type="text"/>	Event Date	<input type="text"/>
Stand Name	<input type="text"/>	Stand No.	<input type="text"/>

Please Note:- It is the responsibility of the exhibitor/contractor to advise us of any change of stand number or location.
Any associated remedial work will incur additional charges

Invoice Details

Title. Mr/Mrs/MissFirst NameSurname

Email addressTel No

Invoice address

Country Postal code

Payment

		Card Number			
Credit Card	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Debit Card	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cheque	<input type="checkbox"/>	Expiry Date		3 Digit SEC No.	
Bacs	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		

Bacs Details

Sort code 82-48-08
 Acc No. 50217238
 SEC Ltd
 Clydesdale Bank
 14 Bothwell Street
 Glasgow, G2 6QY

VAT Registration Number

Swift Routing No. CLYDGB2S
 IBAN:-GB19CLYD82480850217238

We Do Not Accept Amex

SUMMARY SPECIFICATION OF SUPPLY**1. Telephone 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 call 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.
- (c) SEC reserve the right to disconnect any unauthorised wireless networks

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 SECC be liable for consequential loss suffered by the customer howsoever caused.
5. Orders placed less than 7 days 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.
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 standard rate.

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.**