

2016 Event order form

ExCeL Venue Services:

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An ADNEC Group Company

EXCeL
LONDON

VENUE SERVICES

Valid from 1st January - 31st December 2016

Internet Connection (LAN)

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

Internet Specification: By default internet bandwidth between 1 Mbps and 10 Mbps is behind our firewall and IP addresses are provided automatically.

- ☐ 1 Mbps @ £380 ☐ 2 Mbps @ £617 ☐ 4 Mbps @ £1,090 ☐ 5 Mbps @ £1,328
☐ 6 Mbps @ £1,565 ☐ 8 Mbps @ £2,038 ☐ 10 Mbps @ £2,512

Internet Specification with Public IP address

Please note our Public IP Addresses are outside the firewall with no connection restrictions

- ☐ 2 Mbps @ £688 ☐ 4 Mbps @ £1,162 ☐ 6 Mbps @ £1,636
☐ 8 Mbps @ £2,109 ☐ 10 Mbps @ £2,583

All connections have automatic IP assignment. If you require a Static IP, please tick here ☐

Internet connections above 10 Mbps will be outside our firewall with no connection restrictions

- ☐ 12 Mbps @ £2,986 ☐ 15 Mbps @ £3,697 ☐ 20 Mbps @ £4,881 ☐ 25 Mbps @ £6,066
☐ 30 Mbps @ £7,250 ☐ 40 Mbps @ £9,619 ☐ 50 Mbps @ £11,988

All connections have automatic IP assignment. If you require a Static IP, please tick here ☐

Additional IP Address (IP)

£71

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

Network Switch *Additional cables will be required*

10/100 Ethernet Hub for networking multiple PC devices

We provide: 1 x 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.

- ☐ 8 Port Switch @ £71 ☐ 16 Port Switch @ £102 ☐ 24 Port Switch @ £133

Ethernet Cables

- ☐ 5m Ethernet Cable @ £5 ☐ 10m Ethernet Cable @ £10 ☐ 20m Ethernet Cable @ £20

Network Router

£206

10/100/1000 Ethernet Router for networking multiple PC devices

We provide: 1 x 10/100/1000 Router (NOTE: This is NOT a wireless router)

You require: Suitable UK Power supply.

Exchange Line (ANALOGUE)*

£171

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

Digital Telephone Service (VoIP)*

Digital Telephone Service. NOT compatible with PC modems, PDQs or Fax Machines

We provide: 1 x Digital Telephone Connection; 1 x Digital Telephone Handset

- ☐ VoIP @ £171 ☐ Conference Phone @ £206

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

Stand Cabling

ExCeL London can cable your stand

We provide: A detailed stand plan on where you would like each connection to be run

- ☐ Stand Cabling @ £72 per cable

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 4400

Service Position

We do not accept American Express or Diners Card

Please indicate the position of services on your floor plan, so that ExCeL London IT ensure the cable is brought to the nearest floor-duct.

PLEASE NOTE: It is YOUR responsibility to ensure that your stand builder correctly routes your cable to the final location. ExCeL London IT will pull to the nearest floor duct within your stand and provide approximately 7m of additional cable for your stand builder to route.

☐ Stand Plan Enclosed ☐ Shell Scheme ☐ Platform / Raised Floor

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

VAT number

20% Late Order Surcharge (if applicable)

£

SUB TOTAL (excluding VAT)

£

20% VAT

£

TOTAL (including VAT)

£

Summary of Terms

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

- Orders accepted after the cut-off date (14 days before first day of tenancy) attract a 20% surcharge per service.
- Orders received without a marked stand plan will incur a £50 per cable charge if needed to be moved.
- ExCeL London - ExCeL Venue Services 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 ExCeL Venue Services.
- 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: Security Code:

Cardholders Name: Cardholders Signature:

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