

# 2015 Event order form

# EXCeL LONDON

Valid from 1<sup>st</sup> January - 31<sup>st</sup> December 2015

## Internet Connection (LAN)

Quantity

Cost

### Internet Access (from 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 @ £369   
  2 Mbps @ £599   
  4 Mbps @ £1,059   
  5 Mbps @ £1,289  
 6 Mbps @ £1,519   
  8 Mbps @ £1,979   
  10 Mbps @ £2,439

 

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

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

12 Mbps @ £2,899   
  15 Mbps @ £3,589   
  20 Mbps @ £4,739   
  25 Mbps @ £5,889  
 30 Mbps @ £7,039   
  40 Mbps @ £9,339   
  50 Mbps @ £11,639

 

All connections have automatic IP assignment.

## Additional IP Address (IP)

£69

### 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 - 5m @ £5, 10m @ £10 and 20m @ £20

8 Port £69

24 Port £100

### 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.

 

## Exchange Line (ANALOGUE)\*

£166

### 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)\*

£166

### 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

 

\* 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 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

VAT number

20% Late Order Surcharge (if applicable)

**SUB TOTAL (excluding VAT)**

20% VAT

**TOTAL (including VAT)**

# 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 ExCeL Venue Services Terms and Conditions apply (available upon request)*

- Debit/Credit Card details are required as security against call charges and/or loss or damage to ExCeL Venue Services 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 first day of tenancy) attract a 20% surcharge per service.**
- 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.

Card Number:  Start Date:  Expiry Date:   
 VISA  Mastercard  Other ..... Issue:  Security Code:   
*(Please tick as appropriate - We do not accept American Express or Diners Card)* *(if applicable)*

Cardholders Name: ..... Cardholders Signature:   
*(as shown on card)*

Address: .....

Country:..... Postal/zip code:.....

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

**ExCeL London - ExCeL Venue Services Bank Details**  
Barclays Bank PLC  
London Corporate Banking,  
PO Box 15161  
50 Pall Mall  
London, SW1A 1QA  
*Sort Code: 20-65-82  
Account Number: 20971189  
International Customers may require the following:  
IBAN: GB95BARC20658220971189  
BIC/SWIFT Code: BARCGB22*

## ExCeL Event Services:

sales: +44 (0)20 7069 4400 onsite: +44 (0)20 7069 4342

email: services@excel.london

we take every event to heart