

# SECC Exhibitor Order Form

SEC Ltd, Glasgow, G3 8YW

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All enquiries to [technical.services@secc.co.uk](mailto:technical.services@secc.co.uk)



Description	Quantity	Early Bird Rate*	Standard Rate	Total Cost Exc. VAT
<b>Telephony Services</b>				
<b>Telephone - Line only</b> NB. This is an analogue line suitable for fax machine/ PDQ's/ and dial-up modems. All outgoing calls must be preceded with the number 9. Handsets available on request.		£78.87	£105.16	
<b>Fax Mach Package</b> Incorporates a telephone line and a desktop copier c/w handset		£202.98	£270.64	
<b>Fax/Copier for Plain Paper</b> Incorporates a telephone line.		£235.98	£314.64	
<b>ISDN2 Line</b> Terminates in an NT-1 box with 2 x 64kbps/ RJ45 outlets. Suitable for internet access/ but must be used in conjunction with clients own ISDN modem and ISP.		£191.39	£255.18	
<b>Internet Access</b>				
<b>High Speed Internet Connection</b> RJ45 internet connection provided via a local DHCP server. First connection.		£277.22	£369.62	
<b>Additional Internet Connections</b> Each additional internet connection IP address.		£66.00	£66.00	
<b>Configuration of Exhibitor's PC</b>		£30.11	£40.15	
<b>Network Switch Rental</b> 1 x 4 port switch required for additional internet connections		£71.50	£71.50	
<b>Data Cabling</b> 10m lengths of data cable terminating in RJ 45		£8.80	£8.80	
<b>PC Package</b> Pc using the latest operating system/ c/w 15" flat screen with high speed internet access		£406.96	£542.61	
<b>Additional PC Package</b>		£372.40	£496.53	
<b>Laptop Hire</b> Wireless enabled laptop for hire		£110.00 per day	£110.00 per day	
<b>Laptop Package</b> Laptop and wireless internet access		£406.96	£542.61	
<b>Laser Printer</b> HP compatible, colour printer		£206.25	£275.00	
<b>High Speed Wireless Internet</b> Access to our fully supported hotspot		£298.54	£298.54	
<b>Wireless Internet</b> Limited bandwidth service to our unsupported hotspot. N.B. May not be suitable for business purposes		f.o.c.	f.o.c.	
<b>Bespoke IT and LAN Services</b> We will endeavour to fulfill your custom IT requirements NB. Advance notice required.		p.o.a	p.o.a	
		Sub Total		
		VAT		
		Grand Total		

**Prices Valid:** 1st April 2010 - 31st March 2011

NB. 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  Event Date   
Stand Name  Stand No.

Please note:- It is the responsibility of the exhibitor/contractor to advise us of any change of stand no or location. Any associated remedial work will incur additional charges.

## Invoice Details

Title: Mr/Mrs/Miss ..... First Name ..... Surname .....

Email address ..... Tel No. ....

Invoice address .....

Country ..... Postal code.....

## Payment

Credit card  Card Name  Card No.   
Debit card     
Cheque.  Expiry date  3 digit sec no   
Bacs

### Bacs Details

SEC Ltd Sort code 80-54-01  
Bank of Scotland Account no. 791049  
11, Renfield Street SWIFT Routing no. BofSGB21138  
Glasgow, UK IBAN:- GB79 BOFS 80540100791049

**\*We Do Not Accept Amex\***

## SUMMARY SPECIFICATION OF SUPPLY

### 1. Telephony Services

- 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.
- 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 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.
- Responsibility for configuration of leased line Internet connection rests with the customer, unless PC configuration has been ordered separately.

## CONDITIONS OF CONTRACT

- In this document "SEC" means Scottish Exhibition Centre Limited.
- 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.
- 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.
- On no account will SEC be liable for consequential loss suffered by the customer howsoever caused.
- 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.
- SEC reserve the right to refuse to process orders until payment for the supply has been received.
- SEC is sole agent for the installation of telephone lines.
- 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.

## 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:

- Have you enclosed all relevant drawings with dimensions?
- If you require non-standard services please ask for quotations.
- 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.
- The SEC will forward you a V.A.T. invoice in due course.
- Any orders outwith the above price on application.
- We note the standard conditions of contract overleaf and agree that these will apply.**