

# CONDITIONS OF CONTRACT

- A. Submit an order and artwork for approval to SECC 30 days prior to commencement of build up.
- B. As per our terms and conditions of contract, payment must be received in advance before any work will be carried out and should be enclosed with your order. SECC reserves the right to refuse to process orders until payment for the service has been received. A VAT receipted invoice will be forwarded to you on receipt of payment. A 25% surcharge may be made for late orders and no guarantee can be given that the work will be carried out.
- C. SECC cannot guarantee specific times for work to be carried out.
- D. Rigging work contracted to others must first be approved by SECC Ltd. In this instance public/product liability insurance, rigging plots and test certificates must be submitted to the Technical Services Department 30 days prior to commencement of build up. The appointed company must have the necessary credentials and experience to carry out rigging work.
- E. In relation to the breakdown of the event, the normal procedure is that most items will be de-rigged on the day after the last open day of the event. If you require your item to be de-rigged on the last open day, you should make specific arrangements with the SECC. You should make arrangements to receive your item at the time it is de-rigged, it will be your responsibility to ensure that it is picked up by you or your representative(s). SECC will accept no liability for the item after it is de-rigged.
- F. Banner must have a 75mm pocket at the top stitched or welded (not glued).
- G. Banners can only be displayed during Event Tenancy.
- H. SECC Halls Department will rig the banner. Banner to be delivered the day before the event and to be labelled as follows:  
Halls Department  
(Name of Event)  
Commercial Concourse Banner, Location No. (as per plan)  
SECC  
Glasgow  
G3 8YW

## Recommended Suppliers for Artwork

Donald Gillanders  
Divisional Director  
B&S Graphics  
T: 0141 425 2329  
M: 0783 112 6107  
[www.servicegraphics.co.uk](http://www.servicegraphics.co.uk)

Melville Exhibition & Events Services  
36 Corn Street  
Port Dundas  
Glasgow  
G4 9LB  
T: 0141 332 9012  
[www.melville.co.uk](http://www.melville.co.uk)

# ORDER FORM

## GENERAL INFORMATION

Event Name

Event Date

I would like to book  
the following commercial  
opportunities. Plan ref (e.g. CE1)

Dates Required

Delivery Date

Collection Date

**NB:** Please refer to "Conditions of Contract"

### Please Note

- Any site visits must be arranged in advance with agent (if applicable) and venue management.
- 1 x car park voucher is included.
- No storage facilities are available at the venue.
- It is the responsibility of the organiser/contractor to advise us or any change of display or installation. Any associated remedial work will incur additional charges.

We have read the "Conditions of Contract" A-H and agree that these will apply.  
We enclose the relevant payment and drawing.

Name

Signature

Date

For and on behalf of

### Return to

Sales contact at SECC  
email: [commercial.enquiries@secc.co.uk](mailto:commercial.enquiries@secc.co.uk)  
Scottish Exhibition Centre Ltd, Glasgow G3 8YW  
T: 0141 248 3000