

# Event Services Prepayment Order

Send with remittance to:

SEC Ltd.

Glasgow G3 8YW

Tel: 0141 275 6218 Fax: 0141 576 3555



SCOTTISH EXHIBITION + CONFERENCE CENTRE

**ORDER.** PLEASE SUPPLY building and/or aerial services and/or pipework mains in the position detailed on the attached drawings as indicated below:

**Prices Valid:**  
1st April 2011 -  
31st March 2012

Item Description	No	Early Bird Rate*	Standard Rate	Total £
Natural gas up to 28mm (connections above 28mm price on request)		£464.06	£618.75	
Compressed air 1/2" BSP 100 psi (state vol. req.)		£330.00	£440.00	
<b>Water Services</b>				
Splash & Dash (Unconnected water supply up to 150 litre) Exhibitors responsible for disposal of water – 1 Fill Only		£61.88	£82.50	
Industrial Spa Bath Package (150–2500 litres) Includes 1 fill and top-ups, draining of unit, temporary electrical supply to pump		£257.40	£343.20	
Connected Water Supply 1/2" supply		£165.67	£220.89	
Connected Water & Waste Supply 1/2" supply(s) and 1 1/2" drain(s)		£331.31	£441.75	
Additional Water Connection		£64.67	£86.22	
Additional Waste Connection		£64.67	£86.22	
Appliance requiring service: .....				
Floor fixings 8 - 14mm		£21.61	£28.81	
Floor fixings 16 - 28mm		£31.21	£41.61	
Television aerials UHF/VHF single point		£123.64	£164.85	
Hire of 60' reach hoist plus operator (Price per hour)		£55.22	£73.63	
Hire of forklift truck plus operator (Price per hour) N.B An official lifting contractor may be appointed for your event.		£55.22	£73.63	
Cleaning				
Stand Cleaning (price per hour)			£20.00	
Waste Management (nb all boxes must be flat packed prior to SECC uplift)				
40 cubic Yard Skip			£600.00	
8 Cubic Yard Skip			£350.00	
2 Cubic Yard Skip			£150.00	
Pallet Removal			£6.00	
Literature (per box)			£5.00	
Licensed Security Staff Dedicated to your stand (price per hour)			£20.00	
			Sub Total	
			VAT	
				Cheque enclosed to the value

## TECHNICAL AND NON-STANDARD ENQUIRES

Contact Technical Service Dept. at the above address.

**NOTE: EARLY BIRD RATE APPLIES TO ORDERS RECEIVED NO LESS THAN 7 DAYS BEFORE THE FIRST DAY OF BUILD UP.**

## IMPORTANT:

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.**

**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 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**

	Card Name	Card No.
Credit card	<input type="text"/>	<input type="text"/>
Debit card	<input type="text"/>	<input type="text"/>
Cheque.	<input type="text"/>	<input type="text"/>
Bacs	Expiry date <input type="text"/>	3 digit sec no <input type="text"/>

**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\***

In this document "SEC" means Scottish Exhibition Centre Limited.

**SPECIFICATIONS OF STANDARD SUPPLY**

1. The standard supply includes the installation, maintenance and removal of the supply pipe which terminates in a stop cock and one connection on to the equipment requiring the service at a position on the stand as indicated on the customer's dimensional drawing.
2. The service is not metered and the price includes the cost of water, air or gas used.
3. Floor fixings are of the Fischer removable bolt type. This allows for the supply of the bolt, fixing with plant in position, removal and making good of the floor at the end of the exhibition. The floor fixing is not suitable for up thrust or pull out loads without provision of an appropriate anchor block.
4. Television aerials allows for the installation, maintenance and removal of the aerial cable which terminates in a standard plug and a single connection on the stand.

**STANDARD CONDITIONS OF CONTRACT**

1. 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.
2. 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.
3. On no account will SEC be liable for consequential loss suffered by the customer howsoever caused.
4. 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.
5. SEC reserve the right to refuse to process orders until payment for the supply has been received.
6. SEC is sole agent for the installation of floor fixings, aerial signal cables, water, air and gas.

**7. CANCELLATION & LATE ORDERS**

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 full rate.