

TELECOMMUNICATIONS



An ADNEC Group Company

IT & Communications

2010 EVENT ORDER FORM

FROM 1st JANUARY 2010 - 31st DECEMBER 2010



	QTY	AMOUNT
<b>Internet Connection (LAN)</b> <span style="float:right"><i>(Unless specified otherwise below) £320</i></span> Internet Access (up to 1 Mbps) for 1 PC or device via the ExCeL London LAN We provide: 1 x 10/100 Ethernet Connection (RJ45 male termination); 1 x DHCP NAT IP Address You require: Suitable Computing device with Ethernet card or port	<input type="text"/>	£ <input type="text"/>
<b>Internet Specification</b> <span style="float:right"><i>You should only complete this section if you have advanced Internet requirements (VPN, configuring own network, upgraded bandwidth, etc.)</i></span>		
Upgraded Bandwidth? <i>(this requires a static public IP address outside of the firewall)</i> <input type="checkbox"/> 2 Mbps @ £605 <input type="checkbox"/> 3 Mbps @ £805 <input type="checkbox"/> 4 Mbps @ £1,005 <input type="checkbox"/> 5 Mbps @ £1,205 Public IP Address Required? <input type="checkbox"/> Yes <input type="checkbox"/> No    IP Address Allocation? <input type="checkbox"/> Dynamic <input type="checkbox"/> Static Firewall Ports Required (specify TCP or UDP): <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: small;"><i>If Public IP Address is required your connection will be outside the firewall</i></p>		
<b>Additional IP Address (IP)</b> <span style="float:right">£60</span> Additional IP Address for use with the ExCeL London Internet Connection (LAN) We provide: 1 x IP Address (specification based upon selection above) You require: 1 x Internet Connection; suitable switch/router/hub & associated cables	<input type="text"/>	£ <input type="text"/>
<b>Network Hub (HUB)</b> <span style="float:right">£60</span> 10/100 Ethernet Hub for networking multiple PC devices We provide: 1 x 8 port 10/100 Hub (NOTE: 1 x port is required for Internet uplink) You require: Suitable small appliance power supply (UK standard socket)	<input type="text"/>	£ <input type="text"/>
<b>Exchange Line (ANALOGUE)*</b> <span style="float:right">£145</span> A standard Analogue Exchange Line for connecting your PC modem, PDQ or Fax Machine We provide: 1 x UK BT Socket; 1 x RJ45/RJ11 Socket You require: PC modem, PDQ or Fax Machine	<input type="text"/>	£ <input type="text"/>
<b>Digital Telephone Service (VoIP)*</b> <span style="float:right">£145</span> 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	<input type="text"/>	£ <input type="text"/>
<b>ISDN2e Connection (ISDN)*</b> <span style="float:right">£320</span> 128Kbps ISDN2e Connection with 2 x MSNs for use with your ISDN equipment We provide: 1 x RJ45 male connection (NT1 boxes available by prior arrangement) You require: ISDN2e compatible equipment (modem, router, terminal adaptor)	<input type="text"/>	£ <input type="text"/>

\* 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 5444

**Service Position**

Stand Number: \_\_\_\_\_

Lorryway

Boulevard

Please indicate the position of services on your floor plan or the diagram opposite so that IT & Communications ensure the cable is brought to the nearest floor-duct

NOTE: 5m of cabling is provided to the nearest floor-duct before the stand is built **Please instruct your stand builders to route the cabling through any stand construction to your point of service**

Stand Plan Enclosed     Platform / Raised Floor     Shell Scheme

SURCHARGES (if applicable)

20% Late Order Surcharge	£ <input type="text"/>
£100 In-Tenancy Surcharge	£ <input type="text"/>
<b>SUB TOTAL</b> (excluding VAT)	£ <input type="text"/>
17.5% VAT	£ <input type="text"/>
<b>TOTAL</b> (including VAT)	£ <input type="text"/>

We do not accept American Express or Diners Card



An ADNEC Group Company  
**IT & Communications**

ExCeL London - IT & Communications  
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 Royal Victoria Dock  
 London E16 1XL

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 +44 (0)20 7069 5445 📠 www.excel-london.co.uk



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 IT & Communications terms & conditions apply (available upon request)*

- Orders must be accompanied by full payment inclusive of VAT in Pounds Sterling
- Debit/Credit Card details are required as security against call charges and/or loss or damage to IT & Communications 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 tenancy) attract a 20% surcharge per service. Orders accepted during tenancy attract a 20% surcharge PLUS an additional £100 surcharge per service
- ExCeL London - IT & Communications will not be liable for any consequential or other direct or indirect loss suffered by the Customer howsoever caused
- Refunds will 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 IT & Communications
- 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**

*All orders must be received with full payment AND credit/debit card details*

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                  VISA  Other \_\_\_\_\_

Start Date     End Date     Issue    Mastercard We do not accept American Express or Diners Card

Cardholders Signature	Cardholders Name <i>as shown on card</i>
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Address	
Country	Postal / Zip Code

Payment Method (credit card details are also required) <input type="checkbox"/> Please debit my card <input type="checkbox"/> Cheque made payable to LIEC (enclosed)	<input type="checkbox"/> Bank Transfer (confirmation enclosed)	<b>ExCeL London - IT &amp; Communications Bank Details</b> 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
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**PLEASE KEEP A COPY FOR YOUR RECORDS**