

EventCity

MANCHESTER

IT SERVICES
ORDER FORM 2017



IT SERVICES ORDER FORM 2017

COMPANY DETAILS

Name:		
VAT Number:	Tel:	Fax:
Company Address:		
Town:	Post Code:	Country:

ORDER DETAILS

Applicant Name:		
Job Title:	Tel:	Email:
Onsite Contact:		
Job Title:	Tel:	Email:
Notes:		

WIRELESS CONNECTIVITY

You will be provided with a password, which will allow the connection of one devices. Connection for additional devices can be purchased at a reduced rate. The service is provided on a daily basis, multiply the overall cost by the number of days that you require the service. The service must not be resold or transferred to any third party. EventCity reserves the right to cancel the service if these terms and conditions are not met.

Initial 1Mbps 2 connections	Advanced - £25.00	Late - £60.00
Additional 2 Users: Yes /No	Advanced - £20.00 x	Late - £40.00 x
Additional Mbps: Yes /No	Advanced - £15.00 x	Late - £25.00 x
Multiply the cost by number of days for which connection is required	x	days
		Sub Total:

WIRED CONNECTIVITY

The service is provided for the connection of one device. Additional IP addresses can be purchased for a reduced rate. All IP addresses will be provided by DHCP. The use of Wireless Routers/Wireless Access Points is strictly prohibited within EventCity unless authorized by EventCity prior to the event (which will incur a fee). The service must not be resold or transferred to any third party. EventCity reserves the right to cancel the service if these terms and conditions are not met.

Initial 1Mbps connections	Advanced - £195	Late - £500
Additional Mbps: Yes /No	Advanced - £10 x	Late - £20 x



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Additional Internal IP's: Yes /No	Advanced - £50 x	Late - £100 x
External IP's: Yes /No	Advanced - £250 x	Late - £500 x
Multiply the cost by number of days for which connection is required	x	days
		Sub Total:

Notes:

TELEPHONY

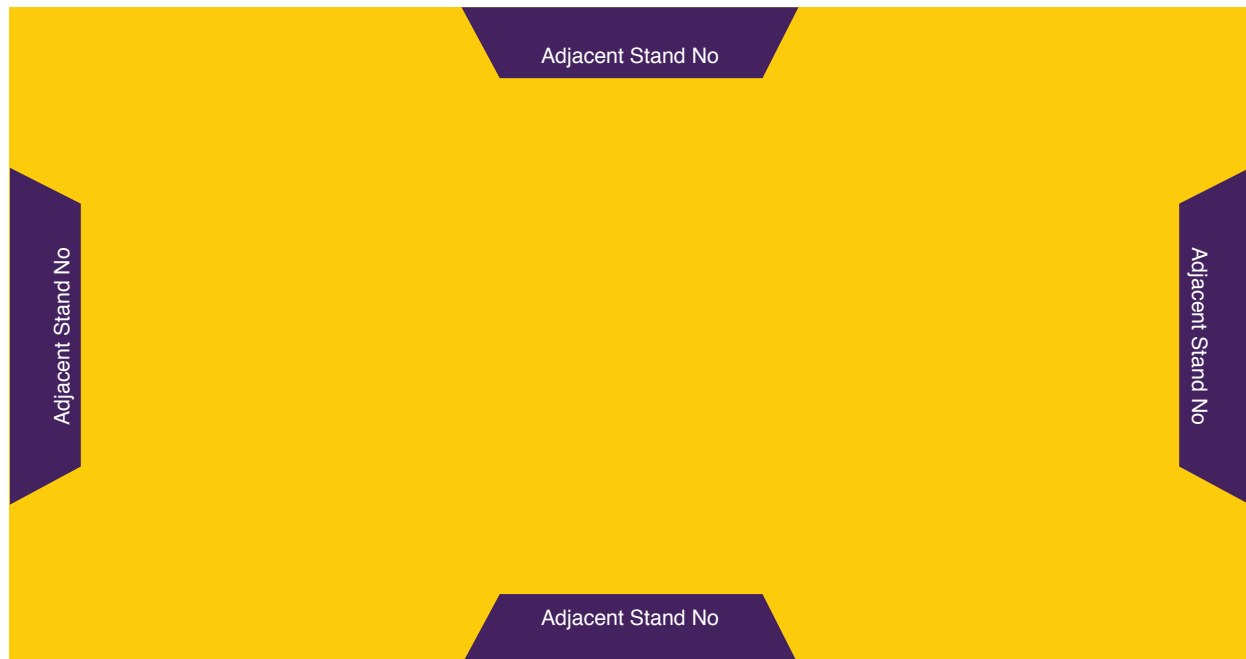
PDQ Line:	Advanced - £100	Late - £500
Basic Telephone package:	Advanced - £150	Late - £550

Notes:

STAND LAYOUT / ORIENTATION

Mandatory for wired connections

Please populate the details of surround stands (or floor plan objects) to give context to where you would like the supply. Also mark this plan with an "X" that denotes the supply location itself.





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ADDITIONAL SERVICES / HIRE EQUIPMENT

8 Port Data Switch	£30.00		
5M Ethernet cable	£10.00 x	=	
4-Way surge protection 5M extension cord	£10.00 x	=	
Notes:			

ITEM SUMMARY

Item description	£
	Total + VAT @ 20%*:

Advance Rates apply to orders placed before 5pm 14 days before the first build day for and Event/Show

Late Rates apply for any order placed after 5pm 14 days before, up to and including 7days before first build day for an Event/Show until the conclusion of the Event/Show

All services must be paid in full prior to the commencement of the event unless agreed otherwise in writing. Payment can be made by Debit/Credit Card, cheque, bank transfer. Full details will be sent with order confirmation/invoice.

The signatory hereafter declares that they have read and accept the Standard Terms & Conditions available at www.eventcity.co.uk/termsandconditions and is duly authorized by the customer to legally bind the customer and make it subject to the rights and obligations set out in this agreement.

If the Customer spurs their own connection, damages equipment through misuse, or fails to return any equipment to the designated collection area (i.e. your stand for collection), EventCity Ltd may take further payment in respect of this in accordance with the Late Terms & Conditions.

This order must be submitted to: orders@eventcity.co.uk

*(exclusions must be discussed with accounts@eventcity.co.uk in advance of submitting this form)

Signature confirming this order and accepting T&C's:

Date:

Phoenix Way, Off Barton Dock Road
TRAFFORDCITY, Manchester
M41 7TB

Orders@eventcity.co.uk
0845 487 5555

