Telecoms IT 2016/17

# Telecoms IT Charges

Prices Valid: 1st April 2016 - 31st March 2017

N.B. 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

All enquiries to technical.services@sec.co.uk

| Item Description | Amount | Early Bird Rate\* | Standard Rate | Total £ |
| --- | --- | --- | --- | --- |
| Telephony Services |   |  |  |   |
| Telephone Line - Line OnlyN.B This is a direct dial analogue line suitable for fax machine/PDQ's. Handsets available on request. |  | £91.14 | £121.52 |  |
| Fax Machine PackageIncorporates a telephone line and a desktop copier c/w handset |  | £234.55 | £312.73 |  |
| Fax/Copier for Plain PaperIncorporates a telephone line. |  | £272.68 | £363.58 |  |
| ISDN2 LineTerminates in an NT-1 box with 2 x 64kpbs/RJ45 outlets. Suitable for Radio broadcast with Clients own codex machine |  | £221.16 | £294.88 |  |
| Internet Access |  |  |  |  |
| High Bandwidth Internet Connection (Hard Wire)RJ45 Internet connection provided via a local DHCP server. First connection |  | £320.33 | £427.11 |  |
| Additional High Bandwidth Internet Connections (Hard Wire)Each additional internet connection IP address |  | £76.26 | £76.26 |  |
| PC PackagePC using the latest operating system c/w 15" flat screen with high speed internet access |  | £470.26 | £627.01 |  |
| Additional PC Package |  | £430.52 | £573.76 |  |
| Laptop HireWireless enabled laptop for hire |  | £127.11per day | £127.11per day |  |
| Laptop PackageLaptop and premium wireless internet access |  | £470.26 | £627.01 |  |
| Laser PrinterHP compatible, colour printer |  | £238.33 | £317.78 |  |
| Premium Wireless Access |  | £240.26 | £240.26 |  |
| Additional Premium Wireless AccessHigh speed internet. Fully supported. |  | £76.26 | £76.26 |  |
| Wifi Enabled High Bandwidth Internet ConnectionSuitable for Clients own wireless access. See Wireless Helpsheet (for up to 5 devices connected) |  | £515.00 | £515.00 |  |
| Hire of SEC Configured Access Point ONLYSuitable for Clients own wireless access. See Wireless Helpsheet (for up to 5 devices connected) |  | £103.00 | £103.00 |  |
| Bespoke IT and LAN serviceWe will endeavour to fulfill your custom IT requirements N.B. Advance notice required. |  | POA | POA |  |
|  |  | Subtotal |  |
|  |  | VAT |  |
|  |  | Grand total |  |

|  |
| --- |
| **event details** |
| event name |  | event date |  |
| stand name |  | stand no |  |

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

|  |
| --- |
| **Invoice Details** |
| Title |  |  |  |
| First name |  | Surname |  |
| Email address |  | Tel no |  |
| Invoice address |  |  |  |
| Country |  | Postcode |  |
| payment |
| Credit card | Card number |  |  |
|  | Expiry date |  |  |
|  | 3 digit SEC no |  |  |
| debit card | Card number |  |  |
|  | Expiry date |  |  |
|  | 3 digit SEC no |  |  |
| cheque |  |  |  |
| bacs | **Bacs Details** SEC Ltd Clydesdale Bank 14 Bothwell Street, Glasgow, G2 6QYSort code 82-48-08Acc No. 50217238Swift Routing No. CLYDGB2SIBAN:-GB19CLYD82480850217238 |
| vat reg no |  |  |  |
| We do not accept Amex |

In this document "SEC" means Scottish Event Campus Limited

# SUMMARY SPECIFICATION OF SUPPLY

## Telephone Services

1. A supply includes the installation, maintenance and removal of a telephone line which normally terminates in a standard line jack unit, in a position on the stand as indicated on the customer's dimensional drawing.
2. The service is metered and the cost includes the first £10 of call charges. Call charges over £10 will be invoiced separately

## Internet Access

1. 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 hard wired internet connections a CAT5 UTP cable will be presented at the customer's stand.
2. Responsibility for configuration of IT services rests with the customer, unless configuration has been ordered separately.
3. SEC reserve the right to disconnect any unauthorised wireless networks

## CONDITIONS OF CONTRACT

1. In this document "SEC" means Scottish Exhibition Centre Limited.
2. 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 exhibiiton, the customer's rights shall be limited to the return of a corresponding proportion of the charges paid by him for such services.
3. 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 occassioned by the negligence of SEC, its employees or agents.
4. On no account will SEC be liable for consequential loss suffered by the customer howsoever caused.
5. 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 only be accepted subject to availability.
6. SEC reserve the right to refuse to process orders until payment for the supply has been received.
7. SEC is sole agent for the installation of telephone/internet lines.
8. 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.

## PLEASE NOTE:-

1. Have you enclosed all relevant drawings with dimensions?
2. If you require non-standard services please aks 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 and agree that these will apply.