

# SEC Exhibitor Order Form

SEC Ltd, Glasgow, G3 8YW  
Tel 0141 275 6218



All enquiries to [technical.services@sec.co.uk](mailto:technical.services@sec.co.uk)

Description	Quantity	Rate	Total Cost Exc. VAT
<b>Telephony Services</b>			
<b>Telephone line - line only</b> N.B This is a direct dial analogue line suitable for fax machine/PDQ's. Handsets available on request.		£93.42	
<b>ISDN2 line</b> Terminates in an NT-1 box with 2 x 64kpbs/RJ45 outlets. Suitable for Radio broadcast with Clients own codex machine		£226.69	
<b>Hardwired Internet Connection</b>			
First high bandwidth internet connection - 10 Mb		£256.25	
First high bandwidth internet connection - 20 Mb		£410.00	
First high bandwidth internet connection - 50 Mb		£820.00	
Each subsequent internet connection		£76.88	
<b>Wireless</b>			
First exhibitor Wireless - 15 Mb		£205.00	
Each subsequent exhibitor wireless connection		£76.88	
WiFi enabled high bandwidth internet connection (customer provides access point for up to 5 devices)		£358.75	
WiFi enabled high bandwidth internet connection (with SEC configured access point for up to 5 devices)		£512.50	
<b>Equipment Hire</b>			
PC / Laptop package (Includes 10Mb internet connection or premium Wifi access)		£358.75	
Laser printer (Black & White)		£205.00	
Laser printer (Colour)		£307.50	
iPad		£153.75	
iPad lockable case		£41.00	
iPad stand		£76.88	
<b>Phone Charging Units (Price per day)</b>			
Floor standing phone charger (No charge for users)		£153.75	
Floor standing phone charger (£1 charge for users)		£51.25	
			<b>Sub Total</b>
			<b>VAT</b>
			<b>Grand Total</b>

**Prices Valid:** 1st April 2017 - 31st March 2018

All prices for duration of the show except phone charging units.

**EVENT DETAILS**

Event Name		Event Date	
Stand Name		Stand No.	

Please Note:- It is the responsibility of the exhibitor/contractor to advise us of any change of stand number 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**

Credit Card	<input type="checkbox"/>	Card Number	
Debit Card	<input type="checkbox"/>		
Cheque	<input type="checkbox"/>	Expiry Date	3 Digit SEC No.
Bacs	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Bacs Details** Sort code 82-48-08  
 SEC Ltd Acc No. 50217238  
 Clydesdale Bank Swift Routing No. CLYDGB2S  
 14 Bothwell Street IBAN:-GB19CLYD82480850217238  
 Glasgow, G2 6QY

VAT Registration Number

**\*We Do Not Accept Amex\***

**SUMMARY SPECIFICATION OF SUPPLY**

**1. Telephone Services**

- (a) 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.
- (b) The service is metered and the cost includes the first £10 of call charges. Call charges over £10 will be invoiced separately

**2. Internet Access**

- (a) 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.
- (b) Responsibility for configuration of IT services rests with the customer, unless configuration has been ordered separately.
- (c) SEC reserve the right to disconnect any unauthorised wireless networks

**CONDITIONS OF CONTRACT**

- In this document "SEC" means Scottish Event Campus Limited.
- 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.
- 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 occassionned by the negligence of SEC, its employees or agents.
- On no account will SEC be liable for consequential loss suffered by the customer howsoever caused.
- 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.
- SEC reserve the right to refuse to process orders until payment for the supply has been received.
- SEC is sole agent for the installation of telephone/internet lines.
- 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:-**

- Have you enclosed all relevant drawings with dimensions?
- If you require non-standard services please aks for quotations.
- 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
- The SEC will forward you a V.A.T. invoice in due course.
- Any orders outwith the above price on application.
- We note the standard conditions of contract and agree that these will apply.**