

# SECC Exhibitor Order Form

SEC Ltd, Glasgow, G3 8YW

Tel 0141 275 6218

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



Description	Quantity	Early Bird Rate	Standard Rate	Total Cost Exc. VAT
<b>Telephony Services</b>				
<b>Telephone Line - Line Only</b> N.B This is an analogue line suitable for fax machine/PDQ's/ and dial up modems. All outgoing calls must be preceded with the number 9. Handsets available on request.		£82.81	£110.42	
<b>Fax Machine Package</b> Incorporates a telephone line and a desktop copier c/w handset		£213.13	£284.17	
<b>Fax/Copier for Plain Paper</b> Incorporates a telephone line.		£247.78	£330.37	
<b>ISDN2 Line</b> Terminates in an NT-1 box with 2 x 64kpbs/RJ45 outlets. Suitable for internet access but must be used in conjunction with clients own ISDN modem and ISP		£200.95	£267.94	
<b>Internet Access</b>				
<b>High Speed Internet Connection</b> RJ45 Internet connection provided via a local DHCP server. First connection		£291.08	£388.10	
<b>Additional Internet Connections</b> Each additional internet connection IP address		£69.30	£69.30	
<b>PC Package</b> PC using the latest operating system c/w 15" flat screen with high speed internet access		£427.31	£427.31	
<b>Additional PC Package</b>		£391.02	£521.36	
<b>Laptop Hire</b> Wireless enabled laptop for hire		£115.50 per day	£115.50 per day	
<b>Laptop Package</b> Laptop and wireless internet access		£427.31	£569.74	
<b>Laser Printer</b> HP compatible, colour printer		£216.56	£288.75	
<b>Wireless Internet</b> Limited bandwidth service to our unsupported hotspot. N.B. May not be suitable for business purposes.		F.O.C.	F.O.C.	
<b>Bespoke IT and LAN service</b> We will endeavour to fulfill your custom IT requirements N.B. Advance notice required.		P.O.A.	P.O.A.	
				<b>Sub Total</b>
				<b>VAT</b>
				<b>Grand Total</b>

**Prices Valid:** 1st April 2012 - 31st March 2013

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

**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 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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cheque	<input type="checkbox"/>	Expiry Date	3 Digit SEC No.		
Bacs	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		

**\*We Do Not Accept Amex\*****Bacs Details**

SEC Ltd  
Bank Of Scotland  
Gordon Street  
Glasgow, G1 3RS

Sort code 80-54-01  
Acc No. 791049  
Swift Routing No. BofSGB21138  
IBAN:-GB79 BOFS 80540100791049

**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 or RJ45 as requested, 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 as per Table 1 below.

**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 leased line internet connections a CAT5 UTP cable will be presented at the customer's stand.
- (b) Responsibility for configuration of leased line internet connection rests with the customer, unless PC configuration has been ordered separately.

**CONDITIONS OF CONTRACT**

- In this document "SEC" means Scottish Exhibition Centre 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 exhibition, 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 occasioned by the negligence of SEC, its employees or agents.
- On no account will SECC 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 be carried out in the order in which they are received, will only be accepted on this basis.
- 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 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.

**TABLE 1 - SECC CALL DURATION EXAMPLES**

CALCULATIONS	PENCE PER MIN RATE	DURATION (DECIMALISED MINS) FOR 10P	NOTES
Local Daytime Rate	3	£2.83	NOTES
National Daytime Rate	5.7	£1.48	
Daytime rate (Transatlantic)	19	£0.45	*Rate for USA
Daytime Rate (Rest of World)	60	£0.14	*Rate for Japan
Mobile Daytime Rate	34	£0.25	*Cellnet/Vodafone rate used
International Date at Daytime Rate	23	£0.37	*Rate to France, Germany, Netherlands

\*Discounted pence per minutes rounded up. Call Duration includes 3.5p setup fee

**PLEASE NOTE:-**

- Have you enclosed all relevant drawings with dimensions?
- If you require non-standard services please ask 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 overleaf and agree that these will apply.**