

STAND IT **ORDER FORM** 2019/20

IMPORTANT INFORMATION

Due to the instability of wireless connectivity within the structure of an exhibition, we strongly recommend that you only use a wireless internet connection if you are only checking emails and browsing the internet. A wired connection is recommended if you need to do anything more than the above as these are the most secure and stable source of internet for an exhibition.

Please note it is YOUR responsibility to ensure that your stand builder correctly routes your cables to final location. Arena IT will pull the cable to the nearest floor duct and exit within your stand and provide approximately 6m of additional cable for your stand builders to route.

INSTRUCTIONS:

1. Select the services you require by specifying the quantity in the box provided.
2. Ensure you have read the Terms and Conditionson the website, including those specific to yourtype of Service.
3. Complete all contact details and payment details
4. Send your completed Order Form to orders@ricoharena.com or fax to 0844 873 6598
5. All Orders should be received 14 days prior to 1st build up day. Any orders received after this will be subject to availability and a 20% surcharge payment and plus any out of hours labour charges.

WIRED SERVICES	PRICE	QTY	VALUE £
Standard Wired Internet Connection (up to 10MB) – 1 Device	£400		
Premium Wired internet Connection (up to 100MB) – 1 Device <small>(only available in Ericsson Exhibition Hall)</small>	£800		
Add on: 8 Port Switch For use with a Wired Internet Connection (Maximum of 7 outputs, additional cables available on request at an additional cost) <small>Please note you will require a socket on your stand. 500watt socket</small>	£100		
Wired Connection - Static external IP <small>(Subject to availability, per connection)</small>	£500		
IP Phone with external number	£500		
Additional cables			
5m	£10		
10m	£15		
15m	£20		

WIRELESS SERVICES	PRICE	QTY	VALUE £
Public WiFi is available FOC through Arena registration page			
Private WiFi Network (SSID)*	£1000		
PDQ Wireless connection*	£200		
Add On: Additional PDQ connections*	£50		

*The Event Manger will contact you for the details required for set up.

Contact Details (Please Complete in BOLD Print)			
Name of Exhibition		Date:	
Hall No.		Stand No.	
Company Name		Stand Name	
Address			
Postcode		Website	
Company Tel No		Company Fax No	
Order Contact Name		Order Contact Number	
Order Contact Email		Position in Company	
Onsite Contact Name		Onsite Contact Number	
Arena IT		£	
Total		£	
VAT (Prevailing Rate)		£	
Grand Total		£	

Signed Name Date

By signing this document you are agreeing and contracting to all the terms and conditions set out below

Method	Details	Tick Method
Debit/ Credit Card	Please tick box and return booking form signed. We will send you an email with a link to make payment via WorldPay. We cannot accept card payment via phone, email or fax.	
Invoice	Please tick this box if you require an invoice prior to payment.	

Please note payments will be required a minimum of 5 working days prior to the event.
Exhibition order deadlines apply. Please refer to your organiser for event specific deadlines.

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VAT REG NO: GB 135 0288 32

Ricoh Arena Conference & Banqueting is managed by IEC Experience Limited.

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