

Products & Services Order Form

Instructions

1. Select the Services you require by specifying the quantity in the box provided.
2. Ensure you have read the Standard Terms and Conditions either on our website or as set out at the end of this Order Form, including those specific to your type of Service.
3. Complete all contact details on Page 13.
4. Draw out your stand on the Service Location Plan on the sheet and mark the Services required as per the instructions. Please also mark the neighbouring stand numbers to ensure the correct orientation of the stand. *Please check the notes of your individual order to see if this applies to the Service, for example, water and waste connection or a telephone line.*
5. Complete all payment details on Page 15.
6. Send your completed Order Form to the Sales and Customer Support team at the contact details above. Please note prices are exclusive of VAT on our Price Lists.

Should you require assistance with any other show related services such as banner drop wires, drapes, rigging points and any other Products and Services not highlighted in our Price List attached, please contact the Sales and Customer Support team on the above contact details.

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PLEASE NOTE:

Current products and prices are subject to availability and change.

Advanced Prices are available up until 14 full days from the start of Licence Period ("Advanced Prices").

Standard prices are available from 13 full days prior to the start of the Licence Period until the day before the Licence Period begins and are 20% higher than Advanced Prices.

Any request for Pipework/Mechanical Mains Services made during the Licence Period shall be charged at a rate 40% higher than the Advanced Price and 50% higher for Rigging and Trade Services.

All orders must be accompanied by a dimensional drawing showing the precise location of all services required. Failure to supply a drawing up to 7 days after submitting the order may result in a 10% surcharge.

The Licence Period begins the first access day for the Build-Up Period and may be earlier than your own stand's access.

Event IT

IMPORTANT INFORMATION

Due to the instability of wireless connectivity within the structure of an exhibition, Event IT regrettably cannot offer this as a supported service.

Event IT strongly recommend that hard wired connections 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. Event 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.

<u>Internet & Data Services</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Bronze Broadband Internet - 256kbs (Economy Internet Access)	EA	£293.75	£352.50	<input type="text"/>	<input type="text"/>
Silver Broadband Internet - 512kbs (Broadband Internet Access)	EA	£440.63	£528.76	<input type="text"/>	<input type="text"/>
Gold Broadband Internet - 1Mbps (High Speed Internet Access)	EA	£660.94	£793.13	<input type="text"/>	<input type="text"/>
Platinum Broadband Internet - 2Mbps (Ultra Fast Internet Access)	EA	£960.94	£1,153.13	<input type="text"/>	<input type="text"/>
VLAN Connection	EA	£175.00	£210.00	<input type="text"/>	<input type="text"/>
Additional IP Address	EA	£52.50	£63.00	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>
<u>Telephony Services</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Standard Phone Line & Handset Package	EA	£137.00	£164.40	<input type="text"/>	<input type="text"/>
Standard Telephone Line	EA	£125.00	£150.00	<input type="text"/>	<input type="text"/>
Fax Machine with Line Package	EA	£273.00	£327.60	<input type="text"/>	<input type="text"/>
ISDN Line	EA	£275.00	£330.00	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>
<u>Event IT Equipment</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
8 Port Security Router	EA	£205.00	£246.00	<input type="text"/>	<input type="text"/>
8 Port Switch	EA	£64.00	£76.80	<input type="text"/>	<input type="text"/>
Notebook / Laptop	EA	£184.50	£221.40	<input type="text"/>	<input type="text"/>
Printer	EA	£179.50	£215.40	<input type="text"/>	<input type="text"/>
42" Plasma Screen	EA	£507.00	£608.40	<input type="text"/>	<input type="text"/>
Floor Stand for 42" Plasma Screen	EA	£51.50	£61.80	<input type="text"/>	<input type="text"/>
50" Plasma Screen	EA	£558.50	£670.20	<input type="text"/>	<input type="text"/>

VAT Reg No: 670 3116 63

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Floor Stand for 50" Plasma Screen	EA	£51.50	£61.80	<input type="text"/>	<input type="text"/>
32" LCD Screen with Built in DVD Player	EA	£400.00	£480.00	<input type="text"/>	<input type="text"/>
Floor Stand for 32" LCD Screen	EA	£51.50	£61.80	<input type="text"/>	<input type="text"/>
21" Flat Screen Monitor	EA	£225.50	£270.60	<input type="text"/>	<input type="text"/>
Fax machine - hire only	EA	£148.50	£178.20	<input type="text"/>	<input type="text"/>
ISDN Router	EA	£154.00	£184.80	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 5 metres	EA	£5.15	£6.18	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 10 metres	EA	£10.30	£12.36	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 15 metres	EA	£15.45	£18.54	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 20 metres	EA	£20.60	£24.72	<input type="text"/>	<input type="text"/>
			Total	<input type="text"/>	<input type="text"/>

Mains Services

IMPORTANT INFORMATION

Final positioning of piped services is the responsibility of the stand designer/contractor.

Ramping over piped services will not be permitted for health and safety reasons.

<u>Mechanical Mains - Water & Waste</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Water (5.6 Bar or 85 p.s.i.) and Waste (0.38 l/s or 5 g.p.m.) Supply to a Single Sink	EA	£549.00	£658.80	<input type="text"/>	<input type="text"/>
Water and Waste Supply to a Single Sink and Water Heater	EA	£599.00	£718.80	<input type="text"/>	<input type="text"/>
Water and Waste Supply to a Double Sink	EA	£599.00	£718.80	<input type="text"/>	<input type="text"/>
Water and Waste to a Double Sink and Water Heater	EA	£653.00	£783.60	<input type="text"/>	<input type="text"/>
Water Supply Only (1/2")	EA	£304.00	£364.80	<input type="text"/>	<input type="text"/>
Waste Supply Only (1 1/2")	EA	£304.00	£364.80	<input type="text"/>	<input type="text"/>
Additional Water Supply to within 1 metre of original connection	EA	£52.00	£62.40	<input type="text"/>	<input type="text"/>
Additional Waste Supply to within 1 metre of original connection	EA	£52.00	£62.40	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>
<u>Mechanical Mains - Compressed Air</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Compressed Air (5.6 Bar or 75-90 p.s.i.) with Female 3/4" (20mm) BSP Connector (30 l/s or 70 cfm free air)	EA	£549.00	£658.80	<input type="text"/>	<input type="text"/>
Compressed Air - 1st connection from 0.75" Air to within 3 metres of original connection	EA	£123.00	£147.60	<input type="text"/>	<input type="text"/>
Compressed Air - 2nd and subsequent connections from 0.75 Air to within 3 metres of original connection	EA	£123.00	£147.60	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>
<u>Mechanical Mains - Gas</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Natural Gas - 1" bsp Isolating Valve female	EA	£549.00	£658.80	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>

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Trades

IMPORTANT INFORMATION

- (1) Floor fixings are of bolt type. This allows for supply of the bolt, fixing with plant in position and making good of the floor at the end of the exhibition only. It is the responsibility of the stand builder / contractor to carry appropriate tools to remove all bolts at the end of the exhibition. The floor fixing is not suitable for up thrust or pull out loads without provision of an appropriate anchor block. Standard fixings allow for bolts up to 75mm above floor for 8 and 10mm diameter. And up to 150mm above floor, for all others. Longer bolts will be charged extra.
- (2) Floor pockets allow for cutting out of the pocket, concreting in of the required item, removal and making good of floor at the end of the exhibition.
- (3) Floor chases allow for cutting out of the chase for installation and burial of customers' cable or pipe, making good with lightweight screed for open period, removal and making good of floor at end of exhibition.
- (4) Entry to Service Duct allows for cutting hole in concrete wall of service duct for installation of customers' pipe or cable, removal and making good of duct at end of exhibition. This service is only permitted for duct crossing where chases are employed.
- (5) Painting of Stand Areas allows for painting of stand with one coat of approved floor paint. Where paint other than black is used, allows for repainting floor black at end of exhibition. A minimum of 12 hours painting and drying time is required with a minimum of 24 hours notice of the commencement of such period.

Trades - Aerial Services

		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Television aerial, UHF/VHF, CEEFAX ORACLE guaranteed, single point, price per point	EA	£235.60	£282.72	<input type="text"/>	<input type="text"/>
Television aerial, standard UHF/VHF single point, price per point	EA	£213.49	£256.19	<input type="text"/>	<input type="text"/>
Additional aerial points, either type, price per additional point	EA	£59.69	£71.63	<input type="text"/>	<input type="text"/>
Radio aerial, single point, price per point	EA	£219.90	£263.88	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>

Trades - Barriers & Fencing

		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Ropes & posts, min order of 2 (1m high x 1.5m rope length) price each	EA	£15.00	£18.00	<input type="text"/>	<input type="text"/>
Tensator barriers min order of 2, 0.95m high x 1.8m tape length price each	EA	£15.00	£18.00	<input type="text"/>	<input type="text"/>
Crowd Control Barrier (10 or less) (2.5m wide x 1m high)	EA	£13.21	£15.85	<input type="text"/>	<input type="text"/>
Crowd Control Barrier (over 10) (2.5m wide x 1m high) price each	EA	£6.91	£8.29	<input type="text"/>	<input type="text"/>
Wheeled crowd control barriers, price each	EA	£13.75	£16.50	<input type="text"/>	<input type="text"/>
Installation of Crowd Control Barriers, price per barrier	EA	£0.88	£1.06	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>

Trades - Floors

		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Floor bolts, 8mm-15mm, price each	EA	£21.91	£26.29	<input type="text"/>	<input type="text"/>
Floor bolts, 18mm-24mm, price each	EA	£30.05	£36.06	<input type="text"/>	<input type="text"/>
Floor chase, 150mm x 50mm deep, to cover cable on stand, price per metre or part metre	MTR	£94.74	£113.69	<input type="text"/>	<input type="text"/>
Access to floor/service duct 150mm x 150mm, price each	EA	£190.00	£228.00	<input type="text"/>	<input type="text"/>

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t. 0844 338 8338
 f. 0844 581 1434
 e. eventorders@thenec.co.uk
 p. The NEC, Birmingham, B40 1NT
 w. thenec.co.uk/exhibitor

Black floor paint & painting, price per square metre	M2	£1.88	£2.26	<input type="text"/>	<input type="text"/>
Painting floor a colour then back to black, price per square metre, paint included	M2	£4.38	£5.26	<input type="text"/>	<input type="text"/>
Painting floor white then back to black, price per square metre, paint included	M2	£4.38	£5.26	<input type="text"/>	<input type="text"/>
			Total	<input type="text"/>	<input type="text"/>

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foodtoyou

IMPORTANT INFORMATION

Delivery time slots: 0830-0930 / 0930-1030 / 1030-1130 / 1130-1230 / 1230-1330 from 1330hrs onwards specific times available.

Please note:

A minimum order value of £15.00 applies on ALL food & beverage or catering equipment orders (including top up orders on site). Cancellations or part cancellations to your order will not be permitted within 5 days of your exhibition (please refer to 2.5 /2.6 in our standard T&C's).

Food orders must be placed by 1600hrs for the following day, drinks can be ordered anytime during foodtoyou opening hours.

All prices are subject to VAT at the statutory rate (**denotes tax exempt product).

Where possible, we are aiming to avoid products containing genetically modified soya, maize, flavourings and additives. However, some food may still contain such ingredients. Please inform us if you have any particular requirements.

Some of the menu items may contain nuts, seeds and other allergens. There may be a risk that traces of these could be in any other dish or food served within the venue. We understand the dangers to those with severe allergies.

Date:

<u>Food</u>	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Assorted vegetable crudites, serves 10	EA £13.04	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Platter of seasonal fruit skewers, serves 10	EA £16.09	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fruit bowl, serves 10	EA £15.22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Platter of Cakes and Pastries, serves 15	EA £22.83	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Platter of Mini muffins. serves 6-7	EA £10.87	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Filled French roll platter, serves 4-5	EA £12.61	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Healthy sandwich platter, serves 5-6	EA £13.91	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assorted savoury parcels and mini quiche platter, serves 5-6	EA £15.65	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Platter of Mini filled croissants, serves 6-7	EA £12.17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sandwich Platter, serves 5-6	EA £10.87	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Luxury Sandwich Platter, serves 5-6	EA £13.91	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vegetarian Sandwich Platter, serves 5-6	EA £12.17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chicken Combi Platter, serves 8	EA £24.35	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subway cookies x 12	EA £10.43	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subway meat platter, serves 10	EA £33.04	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subway mixed platter, serves 10	EA £28.70	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subway vegetarian platter, serves 10	EA £23.48	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date:

<u>Drinks</u>	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Tetley, 440ml can, x 12	EA £16.74	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Draught Tetley bitter, 50 litres	EA £143.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Martell Brandy, 70cl	EA £22.83	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cooler unit with draught Carlsberg lager	EA £273.91	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cooler unit with draught Tetley bitter	EA £265.22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Gordon's Gin, 70cl	EA	£16.43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budweiser, 330ml, x 12	EA	£19.05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carlsberg export, 275ml, x 12	EA	£18.65	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carlsberg, 440ml can, x 12	EA	£17.61	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draught Carlsberg lager, 50 litres	EA	£152.20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peroni, 330ml bottle, x 12	EA	£19.05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bacardi Rum,70cl	EA	£16.43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smirnoff Vodka, 70cl	EA	£16.43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bells Whisky, 70cl	EA	£16.43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

Wines, Sparkling Wines & Champagnes

		<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Outback Shiraz Cabernet, Australian	BTL	£8.70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Louis Dornier NV	BTL	£19.57	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Montepulciano D'Abruzzo Marchesini, Italian	BTL	£10.43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pinot Grigio del Veneto, Collezione Marchesini, Italian	BTL	£10.43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outback Colombard Chardonnay, Australian	BTL	£8.70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Babich Black Label Sauvignon Blanc, New Zealand	BTL	£13.04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Argento Reserva Malbec, Argentina	BTL	£13.04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hardy's Riddle Cabernet Grenache Rose 2008/09, Australian	BTL	£10.43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prosecco Fantinel NV	BTL	£13.91	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

Soft Drinks

		<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Appletiser, 250ml x 12	EA	£9.48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coca cola, 330 ml, x 12	EA	£9.48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diet Coca Cola, x12, 330ml	EA	£9.48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Cooler Butts, 18.5ltr	EA	£19.09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water cooler, water and 100 paper cups	EA	£73.43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice, bag, 4kg	EA	£3.91	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schweppes Lemonade, 330ml, x 12	EA	£9.48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sliced lemons, tub, 490ml	EA	£3.91	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decantae Still mineral water, 500 ml, x 6	EA	£6.26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decantae Sparkling mineral water, 500 ml, x 6	EA	£6.26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decantae Sparkling mineral water, 750 ml	EA	£2.30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decantae Still mineral water, 750 ml	EA	£2.30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orange juice, x 12, 250ml	EA	£9.48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schweppes Slimline tonic water, 200ml, x 12	EA	£7.83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schweppes Tonic water, 200ml, x 12	EA	£7.83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VAT Reg No: 670 3116 63

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Date:

Hot Drinks & Snacks

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Sweet biscuits, 1 kg **	EA £8.25	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Handmade biscuits, 1 kg **	EA £11.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tyrrell's lightly salted crisps, 40g, x 6	EA £4.78	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ready salted crisps, 30g, x 6	EA £2.61	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Doritos, 40.7g, x 6	EA £3.39	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fair-trade teabags, box x 100 **	EA £4.25	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fair-trade instant coffee, jar x 300g **	EA £11.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fair-trade ground coffee, x 3 x 150g **	EA £8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flask of tea, serves 7	EA £9.13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flask of coffee, serves 7	EA £9.13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
UHT milk portions, box x 120 **	EA £6.85	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fresh milk, pint **	EA £0.60	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Salted peanuts. 50g, x 6	EA £2.87	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cheese snips, 35g, x 6	EA £2.35	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dry roasted peanuts. 50g, x 6	EA £2.87	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White sugar sticks, x 100 **	EA £3.75	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Brown sugar sticks, x 100 **	EA £3.75	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date:

Equipment

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Thermal ice bucket with tongs	EA £4.87	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wine coolers	EA £4.87	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Coffee percolator (40 cups)	EA £39.13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Coffee percolator (8-10 cups)	EA £22.61	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teaspoons, x 5	EA £2.17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Table forks, x 5	EA £2.17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Table knives, x 5	EA £2.17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cups and saucers, x 5	EA £8.26	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water cooler, water and 100 paper cups	EA £73.44	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6" plates, x 5	EA £2.70	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Oval plates, x 5	EA £2.87	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10" plates, x 5	EA £3.04	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teapot	EA £3.83	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Milk jug	EA £2.17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sugar bowl	EA £2.17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Champagne Glass, x 5	EA £3.26	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wine glass, x 5	EA £3.26	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tall glass, x 5	EA £3.26	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Glass jug	EA	£2.17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insulated jug	EA	£7.57	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kettle	EA	£9.35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wine/bottle opener	EA	£2.87	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black plastic tray	EA	£3.20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water carrier, 5ltr	EA	£3.04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

Disposables

		<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Champagne glasses, x 10	EA	£4.30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White serviettes, x 100	EA	£4.30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper tablecloth, 1 meter squared	EA	£5.04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wooden cocktail sticks, x 100	EA	£0.83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable black plastic teaspoons, x 10	EA	£1.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable 19cm rigid black plastic plates, x 10	EA	£4.30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable 23cm rigid black plastic plates, x 10	EA	£5.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crisp/nibble dish, x 4	EA	£1.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold Drink Cups, x100	EA	£3.91	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot drinks cups, x 50	EA	£3.91	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wooden stirrers, x 1000	EA	£4.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blue paper roll	EA	£2.30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wine/spirit glasses, x 40	EA	£4.35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tall glasses half pint, x 60	EA	£4.35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

Cleaning

		<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Glass cleaner, 750ml	EA	£3.26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J Cloths, x 6	EA	£1.90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tea towel	EA	£1.09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washing up liquid, 1ltr	EA	£2.17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washing up bowl, round	EA	£3.22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rubber gloves	EA	£0.91	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refuse sacks, x 5	EA	£1.74	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi surface cleaner, 750ml	EA	£3.43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Polish	EA	£2.83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yellow duster	EA	£0.80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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STANDARD TERMS AND CONDITIONS

DEFINITIONS

- 1.1 The definitions in this clause apply in the terms and conditions set out in the Agreement as follows: **"Charges"** shall mean the charges payable by the Customer in relation to the provision of Services; **"Customer"** (including any reference to "you" or "your") shall mean the Customer as set out in the Order; **"Customer Address"**: shall mean the address of the Customer as set out in the Order; **"Deliverables"** shall mean those elements of the Services that NEC shall provide to the Customer in accordance with the provisions of this Agreement; **"Equipment"** shall mean any and all equipment, including related boxes, racks or cartons that are hired or lent to the Customer in relation to the provision of the Services; **"Event"**: shall mean any form of concert, show or event held at any of the venues of the NEC; **"Exhibitor Manual"** shall mean the manual made available to the Customer by NEC in either hard copy or electronic format in relation to the Event at which they are staging an exhibition or attending; **"Licence Period"** shall mean the build-up period, the opening hours and the break period of the Event; **"NEC"** (including any reference to "us", "we" or "our") shall mean The National Exhibition Centre Limited; **"Order"** shall mean the Customer's request for Services and related information, as set out in the Order Form or as provided by telephone; **"Order Form"** shall mean the completed order form provided to the NEC by the Customer; **"Price List"** shall mean the price list in relation to the Services available at the time of request of Services by the Customer; **"Services"** shall mean the services that NEC shall provide to the Customer as detailed in the Order Confirmation.

PROVISION OF SERVICES

- 2.1 Subject to the Specific Condition relating to foodtoyou Services below, these Standard Terms and Conditions together with the Order, Order Confirmation and the Exhibitor Manual shall set out the whole agreement between the Customer and the NEC for the provision of Services ("the Agreement") and shall be binding on both NEC and the Customer. Any variation of the Agreement must be in writing and signed by both Parties.
- 2.2 Any samples, drawings, descriptions or advertising that NEC issues and any descriptions or illustrations provided by NEC are done so solely to provide the Customer with an approximate idea of the Services they describe and do not form part of this Agreement. All intellectual property rights in such information shall remain the property of NEC.
- 2.3 The Order is an offer by the Customer to enter into a binding contract, which NEC is free to accept or decline in its absolute discretion.
- 2.4 The Agreement shall become binding on the Customer and NEC upon the issue by the NEC of written confirmation of the Order together with either a pro-forma invoice or invoice receipt ("**Order Confirmation**") which shall include an order number which the Customer shall quote in all subsequent correspondence.
- 2.5 Subject to clause 2.6, the Customer may cancel the Agreement during the seven (7) day period following the date of issue of the Order Confirmation (providing that such period ends before the commencement of the Licence Period) ("**Cancellation Period**") and shall be entitled to a refund. For the avoidance of doubt the Cancellation Period shall not apply where an Order is placed less than 7 full days before the commencement of the Licence Period.
- 2.6 If the Customer cancels an Order after the expiry of the Cancellation Period and (i) at least 6 full working days before the start of the Licence Period, then the Customer shall be liable to pay 50% of the Charges due in relation to the Order (and where the Customer has paid in full shall be entitled to receive a refund of 50% of such Charges); or (ii) less than 5 full working days prior to the start of the Licence Period then the Customer shall be liable to pay the full amount of Charges due in relation to such Order.

EQUIPMENT

- 3.1 Title to all Equipment provided to the Customer by NEC shall remain with NEC and the period of hire shall be for a maximum period of the Licence Period. Notwithstanding the above, once installation of the Equipment has taken place, the Equipment shall be deemed to be within the Customer's control and responsibility and shall be at the Customer's sole risk until collected and control is re-taken by the NEC. The Customer shall indemnify NEC for any loss or damage to the Equipment and any other property of NEC during the period of Customer's control and responsibility and shall insure the Equipment up to its full replacement value.
- 3.2 The Customer shall not connect to NEC's IT network without NEC's written permission and in any event NEC shall not be liable to the Customer in any way for any damage, expense, claim, cost or loss (whether direct or indirect) suffered or borne by the Customer, caused or arising out of the Customer using their own equipment on NEC's [IT] network.
- 3.3 The Customer shall indemnify NEC against all actions, demands, costs, charges, liability and any other proceedings whatsoever, suffered or borne by NEC arising out of or caused by the Customer using its own equipment on the NEC's network.
- 3.4 The Customer warrants that the person designated to take delivery of Equipment and Deliverables has the Customer's authority to do so.
- 3.5 Where the Customer hires Equipment as part of the Services, it shall, together with payment of the Charges pay a refundable deposit equal to the replacement cost of the Equipment ("**Deposit**").
- 3.6 If the Equipment is not returned in a satisfactory condition, the Customer shall without prejudice to any other right or remedy of NEC pay a charge equal to the cost of cleaning, repairing, reconditioning or replacement as NEC considers necessary.
- 3.7 The Customer undertakes to comply with all safety instructions in relation to the Equipment and to comply with all health and safety requirements as directed by NEC.

CHARGES AND PAYMENT

- 4.1 The Charges (exclusive of VAT) shall be as set out in the Price List as referenced in the Order Confirmation. NEC reserves the right to alter or amend the Price List at any time prior to this Agreement becoming binding on the parties.
- 4.2 All quotations or estimates provided to the Customer are done so solely as an indication of the Charges shall not be binding upon NEC.
- 4.3 Payment for all Services shall be made in advance of the Services being provided (unless agreed otherwise in writing by both parties) by either;
- credit or debit card: NEC accepts payment with MasterCard, Visa, Electron, Visa Debit, Solo, Maestro, American Express; or
 - cheque made payable to "National Exhibition Centre Ltd". Cheques shall be cashed by NEC within 10 working days of the date of receipt of such cheque by NEC. The date of receipt of a cheque shall be marked as the date "payment taken" on invoices provided to the Customer.
- 4.4 The parties agree that time shall not be of the essence in respect of the provision of the Services by NEC.
- 4.5 If the Customer requests additional Services (excluding Services relating to rigging) whilst on-site, the provision of such Services shall be at the discretion of NEC and shall be subject to a surcharge equal to 40% of the prices for such Services as set out in the then current Price List. If the Customer requests additional Services relating to rigging, the provision of such shall be at the discretion of NEC and shall be subject to a surcharge equal to 50% of the prices for such Services as set out in the then current Price List. Payment for such additional Services shall be made immediately by credit or debit card unless otherwise agreed in writing between the Parties.
- 4.6 If the Customer fails to provide a dimensional drawing showing the precise locations of all Services requested within 7 full days of placing an Order, a surcharge equal to 10% of the prices for such Services as set out in the then current Price List may be charged to the Customer.
- 4.7 Without prejudice to any other remedies or rights that NEC may have, if the Customer does not pay the Charges when due, NEC may cancel or suspend the provision of the Services together with any other outstanding Order received from the Customer until payment of all outstanding amounts is made in full.

LIABILITY

- 5.1 The liability of NEC and its employees, agents or contractors in respect of damage to property shall be limited to an amount equal to 25% of the Charges.
- 5.2 NEC shall not be liable for any loss, liability or claim made against the Customer arising from or attributable to, loss of profit, loss of business, depletion of goodwill and/or similar losses, loss of anticipated savings, loss of goods, loss of contract, loss of use or indirect or pure economic loss, costs, damages, charges or expenses.
- 5.3 The Customer shall indemnify NEC against all actions, demands, claims, expenses, compensation, costs, charges, liability and any other proceedings whatsoever, suffered or borne by NEC arising from any act or omission of the Customer or the Customer's failure to comply with this Agreement.
- 5.4 This clause 6 does not exclude or limit in any way the NEC's liability for: i) death or personal injury caused by its negligence; or ii) fraud or fraudulent misrepresentation; or iii) any breach of the obligations implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982; or iv) losses for which it is prohibited by section 7 of the Consumer Protection Act 1987 to limit liability; or v) any other matter for which it would be illegal or unlawful for us to exclude or attempt to exclude our liability.

FORCE MAJEURE

- 6.1 NEC shall not be in breach of this Agreement, nor liable for any failure or delay in performance of any obligations under this Agreement arising from or attributable to acts, events, omissions or accidents beyond its reasonable control including but not be limited of NEC including without limitation strikes, lock-outs or other industrial disputes (whether involving the workforce of NEC or of any other party), act of God, war, riot, civil commotion, pandemic, malicious damage, compliance with any Law, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or sub-contractors or any necessary inspection, repair or replacement of any part of the centre (including the Venue), inaccessibility of transport links, failure of supply of fuel, power, communication, transport or other goods or services

ASSIGNMENT

- 7.1 The Customer may not transfer any of its rights or obligations under the Agreement to any third party without the prior written consent of NEC. NEC may transfer all or any of its rights and obligations under this Agreement to another organisation, but this will not affect the Customer's rights under this Agreement.

NOTICES

- 8.1 All notices sent by the Customer to NEC must be sent to Legal Services, The National Exhibition Centre, Birmingham, B40 1NT. NEC may give notice to the Customer at the Customer Address as set out in the Order. Notice will be deemed received and properly served three days after the date of posting of any letter. In proving the service of any notice, it will be sufficient to prove, in the case of a letter, that the letter was properly addressed, stamped and placed in the post.

GENERAL

- 9.1 If any court or competent authority decides that any of the provisions of these terms and conditions are invalid, unlawful or unenforceable to any extent, the term will, to that extent only, be severed from the remaining terms, which will continue to be valid to the fullest extent permitted by law.
9.2 A person who is not party to this Agreement shall not have any rights under or in connection with it under the Contracts (Rights of Third Parties) Act 1999.
9.3 This Agreement shall be governed by English law and the Parties agree to the non-exclusive jurisdiction of the English courts.

SPECIFIC CONDITIONS (which shall be included as part of the Standard Terms and Conditions)

BUILDING AND AERIAL SERVICES: For the purposes of the provision of Building and Aerial Services the Customer agrees and acknowledges that:

- 10.1 All floor fixings are of bolt type which allows for the supply of the bolt, fixing with plant in position and restoration of the floor at the end of the Event only. It is the responsibility of the Customer to carry appropriate tools to remove all bolts at the end of the Event. The floor fixing is not suitable for up thrust or pull out loads without provision of an appropriate anchor block. Standard fixings allow for bolts up to 75mm above floor for 8 and 10mm diameter and up to 150mm above floor, for all others. Longer bolts will incur further charges.
10.2 Floor pockets allow for cutting out of the pocket, concreting in of the required item, removal and restoration of the floor at the end of the Event.
10.3 Floor chases allow for cutting out of the chase for installation and burial of Customer's cable or pipe, which is screened with a lightweight cover for the Open Period which is removed at the end of the event and the floor is restored.
10.4 Entry to Service Duct allows for cutting hole in the concrete wall of service duct to be made for installation of the Customer's pipe or cable and removal and restoration of duct at the end of the Event. This Service is only permitted for duct crossing where chases are employed.
10.5 Painting of Stand Areas allows for painting of exhibition stand with one coat of approved floor paint. Where paint other than black is used the Customer must allow for repainting of the floor black at the end of Event. A minimum of 12 hours painting and drying time is required with a minimum of 24 hours notice of the commencement of the Opening.
10.6 Television and Radio Aerials allows for the installation, maintenance and removal of an aerial cable which terminates in a standard plug and a single connection on the stand. These items are supplied as single outputs only. Distribution on stands to be our/your nominated contractor when required

EVENT IT: For the purposes of the provision of Event IT Services the Customer agrees and acknowledges that:

- 11.1 All call charges incurred by the Customer will be passed on in full to the Customer and shall be payable within 14 days of demand. All quoted prices exclude the cost of electricity used, which shall be payable by the Customer in full to NEC.
11.2 NEC will provide information to the Customer concerning the network settings required within Microsoft Windows.
11.3 No other services will be permitted to be attached to services provided without the written approval of NEC. Only British Approvals Board of Telecommunications approved apparatus can be connected directly to telecommunications circuits.

PIPEWORK/MECHANICAL MAINS For the purposes of the provision of Pipework/Mechanical Mains Services the Customer agrees and acknowledges that:

- 12.1 Pipework mains services include the installation, maintenance and removal of a supply pipe (and drain for water and waste), which terminates in a stopcock and one connection to the Equipment requiring the Service at a position on the stand as indicated on the customer's dimensional drawing. The main is not metered and the price includes the cost of water, air or gas used.
12.2 Additional connections off standard mains are only applicable at the price as set out on the Price List price where due consideration has been given to: i) Length of pipe work runs (Normally 3m max); and ii) Safety of pipe work routing; and iii) Total capacity rating of standard main; and iv) Pressure drop limitation; and v) Waste systems generally limited to use on double units only.

FOOD/TOYOU SERVICES

- 13.1 In the event that NEC agrees to provide an account facility to the Customer, the Agreement shall include a catering account form ("Catering Account Form") as provided to NEC by the Customer.

RIGGING AND TRADE SERVICES

- 14.1 All Technical Operations Services shall be provided in accordance with "No 9 GUIDANCE NOTE – NEC 'SAFE EXHIBITION' PROCESS" which outlines the current practice and assessment of competency for riggers carrying out work at NEC venues which shall be applied in conjunction with the "NEC Group Rigging Code of Practice" (both of which documents are available from NEC upon request) together with any other relevant health and safety practices and legislation.

Contact Details (Please Complete in BOLD Print)

Name of Exhibition		Hall No.		Stand No.	
Company Name					
Address					
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			

Order Summary

Event IT	£	
Main Services	£	
Trades	£	
FoodToYou	£	
Total	£	
Surcharges	£	
VAT (Prevailing Rate)	£	
Grand Total	£	

Use of Your Information

The National Exhibition Centre will hold and process your contact details on our database and may use to provide details of services, products, events or offers that we feel may be of interest to you. We may make this information available to carefully selected third parties who may contact you with further information of their services, products, events or offers . Please indicate within the following if you do not wish to receive information from: NEC Selected 3rd parties

Please indicate your preferred contact method: Email Telephone Post Fax

Signature

The signatory declares that he/she has read and accepts the Standard Terms and Conditions and is duly authorised by the Customer to bind the Customer and make it subject to the rights and obligations as set out in this Agreement. Please indicate to confirm

Signature: Print Name: Date:.....

Payment Details

The Customer confirms that if it incurs call charges or fails to return any Equipment, the NEC may take payment in relation to such in accordance with the Standard Terms and Conditions using the payment method and details provided above.

Payment Method (please Indicate below)				Total Value Of Order (£):											
Cheque (to be made payable to "The National Exhibition Centre Limited.")				Credit/Debit Card:											
Card Holders Name:				Start Date:						/					
Issue number:				Expiry Date:						/					
Card Number:															
Security Code (the last three digits on the back of the debit/credit card)								Please tick to authorise payment using the credit/debit card details provided.							