

All enquiries to: iteventservices@sec.co.uk

Description	Quantity	Rate	Total Cost Exc. VAT
Telephony Services			
Telephone line - line only N.B This is a direct dial analogue line suitable for fax machine/PDQ's. Handsets available on request.		£133.23	
ISDN2 line Terminates in an NT-1 box with 2 x 64kpbs/RJ45 outlets. Suitable for Radio broadcast with Clients own codex machine		£323.32	
Internet & Network Services			
High Bandwidth Internet Connection - unrestricted		£803.31	
Each subsequent internet connection		£113.70	
Layer 2 VLAN		£1,087.55	
Layer 2 VLAN Connection		£113.70	
DHCP Services (On Layer 2 VLAN)		£617.93	
Wireless			
Premium exhibitor Wireless		£302.79	
Each subsequent exhibitor wireless connection		£113.70	
WiFi enabled high bandwidth internet connection (with SEC configured access point for up to 5 devices)		£988.68	
Custom SSID (Per Area)		£494.34	
Custom SSID (Campus Wide)		£3,089.63	
Enhanced Delegate Wi-Fi		£1,235.85	
Equipment Hire			
PC / Laptop package		£530.18	
Desktop Laser printer		£302.79	
Multi-Function Laser printer		£454.80	
iPad		£227.39	
iPad lockable case		£60.56	
iPad stand		£113.70	
			Sub Total
			VAT
			Grand Total

***NOTE - All orders must be placed at least 7 days before the Event build up. Late orders will only be accepted subject to availability and will incur a 25% surcharge**

Prices Valid: 1st April 2023 - 31st March 2024

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/MissFirst NameSurname

Email addressTel No

Invoice address

Country Postal code

Payment

Card Number

Credit Card

Debit Card

Cheque

Expiry Date

3 Digit SEC No.

Bacs

Bacs Details

Sort code: 82-48-08

SEC Ltd

Acc No: 50217238

VAT Registration Number

Clydesdale Bank

Swift Routing No: CLYDGB2S

14 Bothwell Street

IBAN:-GB19CLYD82480850217238

Glasgow, G2 6QY

We Do Not Accept Amex

GDPR Compliance Statement

We take protection of your data very seriously and will only use the information provided to complete your order. Data is held in accordance with our Privacy Policy which can be viewed here <https://www.sec.co.uk/privacy-policy>.

SEC will not share the confidential payment information with any third parties with the exception of processing the payment and will destroy payment details once successfully processed. You are responsible for any data provided to any other third parties and ensuring they protect the security of your data.

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

1. In this document "SEC" means Scottish Event Campus 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 exhibition, 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 occasioned 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. All orders must be placed at least 7 days before the event build up. Late orders will only be accepted subject to availability and will incur a 25% surcharge
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 ask 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.**