

Event Services Prepayment Order

Send with remittance to:

SECLtd, Glasgow, G3 8YW

Tel 0141 275 6218



All enquiries to technical.services@sec.co.uk

ORDER: PLEASE SUPPLY building and/or aerial services and/or pipework mains in the position detailed on the attached drawings as indicated below:

Prices Valid:

1st April 2026-
31st March 2027

Item Description	Amount	Standard Rate	Late Order Charge	Total £
Natural gas up to 28mm (Connections above 28mm price on request)		£1,043.49	£1,391.34	
Water Services				
Splash & Dash (unconnected water supply up to 150 litres) Exhibitors responsible for disposal of water - 1 Fill Only		£139.15	£185.54	
Industrial Spa Bath Package (150-2500 litres) Includes 1 fill and top-ups, draining of unit, temporary electrical supply to pump		£578.79	£771.72	
Connected Water Supply 1/2" Supply		£372.52	£496.68	
Connected Water & Waste supply 1/2" Supply(s) and 1 1/2" drain(s)		£744.98	£993.30	
Additional Water Connection		£145.39	£193.84	
Additional Waste Connection		£145.39	£193.84	
Appliance requiring service				
Floor Fixings 8-14mm		£48.61	£64.81	
Floor Fixings 16-28mm		£70.16	£93.54	
Hire of 60' reach hoist plus operator (price per hour) N.B. Reach Hoist hire - Min 5 hour charge may apply - subject to availability		£124.17	£165.56	
Cleaning				
Specialist Clean (Exhibits, hard floors & multi-tiered stands) N.B All carpeted stands will be vacuumed daily FOC		P.O.A	P.O.A	
Waste Management (NB All boxes must be flat packed prior to SEC uplift)				
Pallet Removal (per pallet)			£13.38	
Literature (per box)			£11.25	
Licensed Security Staff Dedicated to your stand (price per hour)			£40.90	

Sub Total
VAT
Grand Total

TECHNICAL AND NON STANDARD ENQUIRIES - Contact Technical Services Dept. at the address above

*NOTE STANDARD RATE APPLIES TO ORDERS RECEIVED NO LESS THAN 7 DAYS BEFORE THE EVENT BUILD UP.

LATE ORDERS WILL ONLY BE ACCEPTED SUBJECT TO AVAILABILITY AND WILL BE CHARGED AT THE LATE ORDER CHARGE

IMPORTANT:

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 out with the above price on application*
6. *We note the standard conditions of contract overleaf and agree that these will apply.*

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

	Card Number			
Credit Card	☐			
Debit Card	☐			
Cheque	☐			
Bacs	☐			
	Expiry Date	3 Digit SEC No.	Bacs Details	Sort code: 82-48-08
			SECLtd	
VAT Registration Number			Clydesdale Bank	Acc No: 50217238
			14 Bothwell Street	Swift Routing No: CLYDGB2S
			Glasgow, G2 6QY	IBAN:-GB19CLYD82480850217238

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.

In this document "SEC" means Scottish Event Campus Limited.

SPECIFICATION OF STANDARD SUPPLY

- 1. The standard supply includes the installation, maintenance and removal of the supply pipe which terminates in a stop cock and one connection on the equipment requiring the service at a position on the stand as indicated on the customer's dimensional drawing.**
- 2. The service is not metered and the price includes the cost of water, air or gas used.**
- 3. Floor fixings are of the Fischer removal bolt type. This allows for the supply of the bolt, fixing with plant in position, removal and making good of the floor at the end of the exhibiton, The floor fixing is not suitable for up thrust or pull out loads without provision of an appropriate anchor block.**

STANDARD CONDITIONS OF CONTRACT

- 1. 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 the customer for such services.**
- 2. 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 the provided, except only where such damage or death or injury is occasioned by the negligence of SEC, its employees or agents.**
- 3. On no account will SEC be liable for consequential loss suffered by the customer howsoever caused.**
- 4. Orders placed less than 7 days before the Event build up will not be carried out until after completion of orders already received. Late orders will only be accepted subject to availability and will be charged out at the Late Order Charge.**
- 5. SEC reserve the right to refuse to process orders until payment for the supply has been received.**
- 6. SEC is sole agent for the installation of floor fixings, aerial signal cables, water, air and gas.**
- 7. CANCELLATION & LATE ORDERS**
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 full rate

**For use by the EXHIBITOR/CONTRACTOR FOR
ADDITIONAL TECHNICAL INFORMATION**