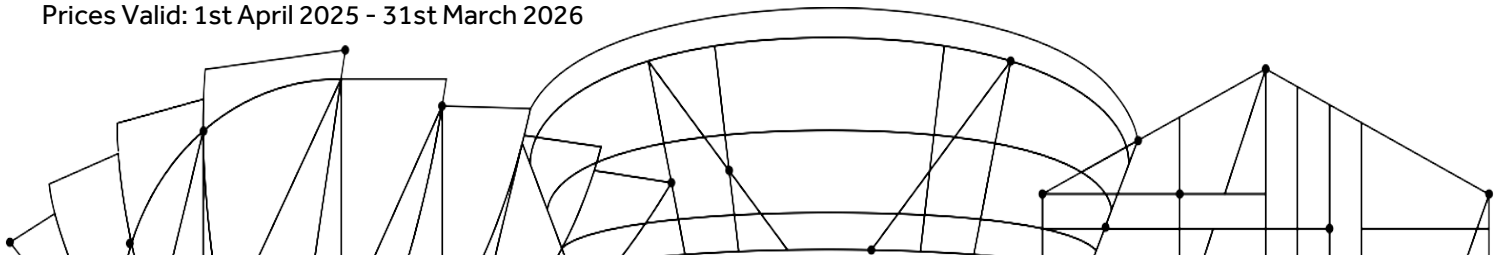


## IT Service Exhibitor Order Form 2025.26

| Service                                     | Early Bird Rate | Standard Rate | Quantity | Early Bird Total Cost (Exc VAT) | Standard Total Cost (Exc VAT) |
|---------------------------------------------|-----------------|---------------|----------|---------------------------------|-------------------------------|
| Hardwired Internet (Per Connection)         |                 |               |          |                                 |                               |
| 5mbps                                       | £               | £             |          |                                 |                               |
| Each Subsequent Connection (Max 4)          | £               | £             |          |                                 |                               |
| 10mbps                                      | £               | £             |          |                                 |                               |
| Each Subsequent Connection (Max 4)          | £               | £             |          |                                 |                               |
| 50mbps                                      | £               | £             |          |                                 |                               |
| Each Subsequent Connection (Max 4)          | £               | £             |          |                                 |                               |
| 8 Port Switch                               | £               | £             |          |                                 |                               |
| Wireless Internet Services (Per Connection) |                 |               |          |                                 |                               |
| 10mbps                                      | £               | £             |          |                                 |                               |
| Each Subsequent Connection (Max 4)          | £               | £             |          |                                 |                               |
| 20mbps                                      | £               | £             |          |                                 |                               |
| Each Subsequent Connection (Max 4)          | £               | £             |          |                                 |                               |
| 50mbps                                      | £               | £             |          |                                 |                               |
| Each Subsequent Connection (Max 4)          | £               | £             |          |                                 |                               |
| Access Point (10 Connections 20mbps)        | £               | £             |          |                                 |                               |
| Internet for Payment Devices                |                 |               |          |                                 |                               |
| Hardwired                                   | £               | £             |          |                                 |                               |
| Wi-Fi                                       | £               | £             |          |                                 |                               |
| Equipment Rental                            |                 |               |          |                                 |                               |
| Standard spec laptop/pc                     | £               | £             |          |                                 |                               |
| High spec laptop/pc                         | £               | £             |          |                                 |                               |
| iPad Gen 10                                 | £               | £             |          |                                 |                               |
| iPad Pro                                    | £               | £             |          |                                 |                               |
| Desktop Printer                             | £               | £             |          |                                 |                               |
| Multi-Function Printer                      | £               | £             |          |                                 |                               |
| Telephony Services                          |                 |               |          |                                 |                               |
| VoIP Handset                                | £               | £             |          |                                 |                               |
| Conference Phone                            | £               | £             |          |                                 |                               |
| Subtotal (Exc VAT)                          |                 |               |          |                                 |                               |

\*NOTE - All orders must be placed at least 14 days before the Event build up to qualify for early bird rate.  
Prices Valid: 1st April 2025 - 31st March 2026



## IT Service Exhibitor Order Form 2025.26

### 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:

First Name:

Surname:

Email Address:

Phone No.:

Invoice Address:

Country:

Post Code:

#### Payment Information

Credit Card

Card Number

Debit Card

Expiry Date

3 Digit SEC No.

Cheque

Bacs

#### Bacs Details

VAT Registration Number

SEC Ltd  
Clydesdale Bank  
14 Bothwell Street  
Glasgow, G2 6QY

Sort code: 82-48-08  
Acc No: 50217238  
Swift Routing No: CLYDGB2S  
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.

#### 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 jackunit, in a position on the stand as indicated on the customer's dimensional drawing.

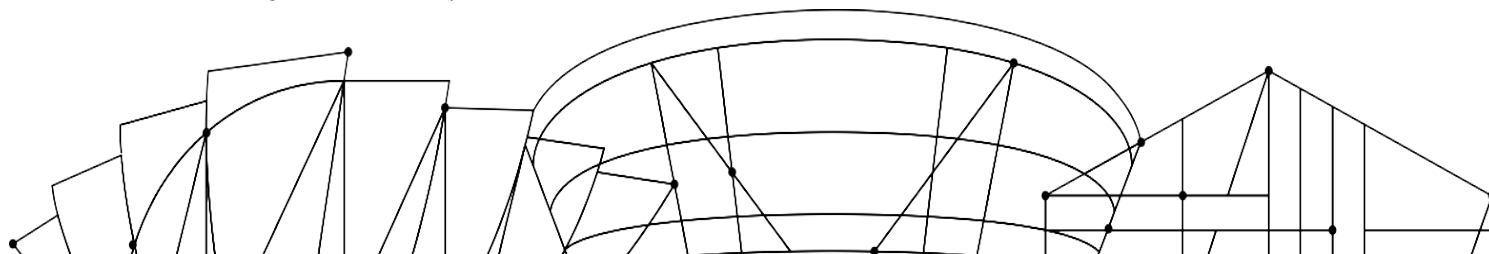
(b) The service is metered and the cost includes the first £10 of call charges. Call charges over £10 will be invoiced separately

##### 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



## IT Service Exhibitor Order Form 2025.26

### 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 14 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.

