2020 Event order form

ExCeL Core Services:

Sales: +44 (0)20 7069 4400
Sales email: itc@excel.london
IT helpdesk: +44 (0)20 7069 4342

Valid from 1st January - 31st December 2020

Internet connection (LAN) | Quantity | Cost

Internet access (up to 1 Mbps) for 1 device via the ExCeL London LAN
We provide: 1 x 10/100/1000 ethernet connection (RJ45 male termination; 1 x private IP address behind the ExCeL firewall
You require: Device with working ethernet/LAN network interface

Internet specification: By default internet bandwidth between 1 Mbps and 10 Mbps is behind our firewall and IP addresses are provided automatically.

- ☐ 1 Mbps @ £440
- ☐ 2 Mbps @ £713
- ☐ 4 Mbps @ £1,260
- ☐ 5 Mbps @ £1,535
- ☐ 6 Mbps @ £1,809
- ☐ 8 Mbps @ £2,356
- ☐ 10 Mbps @ £2,903

£

Internet specification with public IP address
Please note our Public IP Addresses are outside the firewall with no connection restrictions

- ☐ 2 Mbps @ £796
- ☐ 4 Mbps @ £1,342
- ☐ 6 Mbps @ £1,891
- ☐ 8 Mbps @ £2,437
- ☐ 10 Mbps @ £2,985

All connections have automatic IP assignment. If you require a Static IP, please tick here ☐

£

Internet connections above 10 Mbps will be outside our firewall with no connection restrictions

- ☐ 12 Mbps @ £3,452
- ☐ 15 Mbps @ £4,272
- ☐ 20 Mbps @ £5,641
- ☐ 25 Mbps @ £7,010
- ☐ 30 Mbps @ £8,378
- ☐ 40 Mbps @ £11,116
- ☐ 50 Mbps @ £13,855

All connections have automatic IP assignment. If you require a static IP, please tick here ☐

£

Additional IP address (IP) | £81

Additional IP address for use with the ExCeL London internet connection (LAN)
NOTE: An additional IP address allows you to use more than one device on your cabled connection. When using a switch, you will require 1 IP address for each additional device that will be connected via a single cable.
We provide: 1 x IP Address (specification based upon selection above)
You require: 1 x Internet Connection; suitable switch & associated cables

£

Network switch *Additional cables will be required*

10/100 ethernet hub for networking multiple PC devices
We provide: 1 x 10/100 Switch (Note: 1 x port is required for Internet uplink)
You require: Suitable UK Power supply. Please note that by default an internet connection provides 1 x IP Address for 1 device. For more devices, additional IP addresses will need to be purchased for use with this switch.

- ☐ 8 port switch @ £81
- ☐ 16 port switch @ £117
- ☐ 24 port switch @ £155

£

Ethernet cables

- ☐ 5m ethernet cable @ £6
- ☐ 10m ethernet cable @ £11
- ☐ 20m ethernet cable @ £21

£

Network router | £238

10/100/1000 ethernet router for networking multiple PC devices
We provide: 1 x 10/100/1000 Router (NOTE: This is NOT a wireless router)
You require: Suitable UK Power supply.

£

Exchange line (ANALOGUE)* | £197

A standard analogue exchange line for connecting your, PDQ or fax machine
We provide: 1 x UK BT Socket; 1 x RJ45/RJ11 Socket
You require: PDQ or Fax Machine

£

Digital telephone service (VoIP)*

Digital telephone service. Not compatible with PC modems, PDQs or faxmachines
We provide: 1 x Digital Telephone Connection; 1 x Digital Telephone Handset

- ☐ VoIP @ £197
- ☐ Conference phone @ £238

* These services may incur call charges which will be invoiced post-event

£

Stand cabling

ExCeL London can cable your stand
You provide: A detailed stand plan on where you would like each connection to be run

- ☐ Stand cabling @ £85 per cable

£

If you have a question about any of our services, require something that you can't see here or simply need some advice about IT at your event please contact us +44 (0)20 7069 4400

Service position
We do not accept American Express or Diners Card

Please indicate the floor-duct you wish your service(s) to be installed to on a ducted floor plan, so that ExCeL London IT can ensure your service(s) are installed prior your arrival.

Failure to indicate a floor duct, 2 weeks prior to start of the event, will result in a £55 moving charge (per cable)

PLEASE NOTE: It is your responsibility to ensure that your stand builder correctly routes your cable to the final location. ExCeL London IT will pull to the nearest floor duct within your stand and provide approximately 7m of additional cable for your stand builder to route.

☐ Stand plan enclosed	☐ Shell scheme	☐ Platform / raised floor	☐ Provide ducted floor plan

VAT number	
20% Late Order Surcharge (if applicable)	£
SUB TOTAL (excluding VAT)	£
20% VAT	£
TOTAL (including VAT)	£

Please contact us if you have not received confirmation of your order within 7 days.
A ducted floorplan can be sent with confirmation.

Summary of terms
This order is accepted on the understanding that full IT & Communication Terms and Conditions apply (available upon request)

- **Orders accepted after the cut-off date (21 days before first day of tenancy) attract a 20% surcharge per service.**
- Orders received without a marked stand plan will incur a £50 per cable charge if needed to be moved.
- ExCeL London will not be liable for any consequential or other direct or indirect loss suffered by the customer howsoever caused.
- Refunds will only be given if written cancellation is received not less than 14 days prior to tenancy (Subject to an administration charge of 50%).
- Power and power distribution are not included.
- Connection to the ExCeL London network (LAN) will only be allowed if the customer is in accordance with the IT & Communications Connection Policy.

Event / exhibitor details

Event Name: .... Event dates: ....

Stand Number / Room Name: .... Exhibitor Stand Name: ....

NOTE: It is your responsibility to advise us of changes to stand numbers or locations. Any associated remedial work will attract additional charges.

Invoice details
These are the details as they will appear on your invoice (this cannot be changed at a later date)

Title:............ First Name:........................... Last Name:...

Email: .... Company: ....

Address: ....

.... Postal/zip code: ....

Country: .... Telephone: ....

Order contact details
We require contact details so we can contact you about your order

Title:............ First Name:........................... Last Name:...

Job title: .... Company: ....

Telephone: .... Fax: ....

Important service information will be sent to this address

Email:...

Payment details
Orders will be invoiced, full payment must be received before the first build day of the event.

Full payment must accompany this order

Payment Method: ☐ Bank Transfer *(Confirmation enclosed)*

ExCeL London - ExCeL Core Services bank details

Barclays Bank PLC
London Corporate Banking,
PO Box 15161
50 Pall Mall
London, SW1A 1QA

Sort Code: 20-65-82
Account Number: 20971189
International Customers may require the following:
IBAN: GB95BARC20658220971189
BIC/SWIFT Code: BARCGB22