



NAEC, Stoneleigh,  
Stoneleigh Park, Warwickshire, CV8 2LZ

Tel: 02476 696969

Fax: 02476 858238

Email: [Eventorders@stoneleighevents.com](mailto:Eventorders@stoneleighevents.com)

[www.naecstoneleigh.co.uk](http://www.naecstoneleigh.co.uk)

## NAEC – IT & Telephony Order Form

### IMPORTANT INFORMATION

There is FREE public Wi-Fi access across exhibition halls and some conference venues however the only way to guarantee internet services is via your own personalized wireless SSID or a hardwired connection. This connection provides up to 10mb download and 5mb upload capacity.

Please complete this form (including the additional information box) and the Service Location Plan to book additional IT items.

Hard Wired Connections are either pulled from the floor ducts or dropped from the ceiling catenary wires depending on exhibition location. We will endeavour to install your supply as close to your plan as possible but if no diagram is provided this will be at the IT technicians' discretion. It is YOUR responsibility to ensure that your stand builder correctly routes your cables to the final location.

Any complaints or faults regarding the internet services must be reported in writing before the close of the event to which the service has been ordered.

If you have any additional requirements over & above this then please contact us for a quote.

\*Advance Prices apply to all bookings received no later than **10 working days** in advance of the event. All Prices exclude VAT.

### Example

Item	Advance Price*	Standard Price	Number Required	TOTAL COST
<i>E.g. Budget Wi-Fi SSID (for up to 2 devices only)</i>	<b>£50.00</b>		<b>1</b>	<b>£50.00</b>

### Wireless (WiFi) Internet Services

Item	Advance Price*	Standard Price	Number Required	TOTAL COST
Budget Wi-Fi SSID (for up to 2 devices only)	£60.00	£120.00		
Secure W-iFi access. Up to 2Mbps down speed. Suitable for PDQ payments only.				
Standard Wi-Fi SSID (unlimited devices)	£120.00	£144.00		
Secure Wi-Fi access. Up to 5Mbps down speed. Suitable for PDQ payments, emails, internet browsing.				
Premium Wi-Fi SSID (unlimited devices)	£240.00	£288.00		



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Secure Wi-Fi access. Up to 10Mbps down speed. Suitable for live streaming (1 device) or media demos on stand. Wi-Fi is available to book as standard within halls 1, 2 and 2a. Please check at time of booking for any stands outside of these spaces

### Hardwire Internet Services (Prices include 5m of CAT 5 cable)

Item	Advance Price*	Standard Price	Number Required	TOTAL COST
Budget Hardwire Connection (up to 2 devices only)	£240.00	£288.00		
Secure Internet access. Up to 2Mbps down speed. Suitable for PDQ payments only.				
Standard Hardwire Connection (unlimited devices)	£400.00	£450.00		
Secure Internet access. Up to 5Mbps down speed. Suitable for PDQ payments, emails, internet browsing.				
Premium Hardwire Connection (unlimited devices)	£600.00	£700.00		
Secure Internet access. Up to 10Mbps down speed. Suitable for live streaming or media demos on stand.				

### Telephony Services

Item	Advance Price*	Standard Price	Number Required	TOTAL COST
IP Standard Line & Handset Package	£60.00	£70.00		
Standard Analogue Line	£50.00	£60.00		

### Additional Services

Item	Advance Price*	Standard Price	Number Required	TOTAL COST
Private IP Address	£60.00	£70.00		
8 port switch	£60.00	£70.00		
Additional CAT 5 cable	£POA	£POA		
WiFi Landing Page Sponsorship	£POA	£POA		
Your logo on display on the landing page of the NAEC_Public Wi-Fi network – logo to be supplied in advance of the event. Permission is required from the Show Organiser for this item.				

### Additional Information

Please briefly describe equipment you will use on your stand e.g., laptop, iPad, desktop etc. (this will help us ensure that you have the most appropriate connection) and tell us the expected number of devices that will be connecting:



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## NAEC – Terms & Conditions for Orders

### IMPORTANT INFORMATION

Below are the standard Terms & Conditions for orders placed for NAEC Services.  
Please ensure that you read them carefully before completing your order.

In these Conditions Grandstand Stoneleigh Events Ltd is referred to as 'the Company'. Any person, firm or any other body contracting to purchase services or goods will be referred to as 'the Client'.

1. These Conditions are the only terms and conditions upon which the Company will do business with a Client and shall override any other terms and conditions contained in any order of acceptance of our estimate, unless a specific contract is made in writing wherein it is expressly stated that these conditions shall not be applicable or shall be treated as variable.
2. Initial orders for Services must be placed on official Company Order Forms. An authorised employee of the Client upon delivery must sign orders.
3. All initial orders must be placed through the Company's Events Office and must be accompanied by full payment to cover the cost of the order; both should arrive at least 7 days before the show opens. Acceptance of orders received after this period will be at the Company's discretion and should the delivery not be possible, the Client will be informed at the earliest opportunity.
4. Payment is accepted by: Visa/MasterCard, bank transfer.
5. The Company will endeavour to supply the goods as described, but reserves, at its discretion, the right to substitute products with items of equal suitability.
6. The Company shall endeavour to adhere to the requested delivery time wherever possible, however occasionally, business commitments may be such that the Client's orders may be delivered 30 minutes either side of the agreed delivery time.
7. The Company requires the Client's authorised signature with corresponding printed name confirming receipt for all items delivered. Any discrepancies must be identified at the time of delivery.
8. It is the Client's responsibility to ensure that authorised personnel be available on their stand to accept receipt of orders at the specified delivery time.
9. It is the Client's responsibility to return all hired items of equipment to the Company and obtain a signature of safe receipt from the company. The Company will charge for any damaged or non-returned equipment.
10. The Company cannot be responsible in any way for equipment other than company equipment hired by the Client. The Company cannot be responsible for any injuries caused as a result of misuse of equipment.
11. Company personnel are only contracted to undertake such duties as instructed by the Company.
12. The Company reserves the right to cancel any orders in the event of the Client materially failing to perform any of their obligations within these Terms and Conditions.
13. Any complaint regarding Event Orders or its staff or their performance should in the first instance be made to the Company, at the time of the event taking place.
14. The Company shall not be liable to the Client by reason of any delay in performing or any failure to perform any of the companies obligations in relation to an order if such delay or failure is due to any cause beyond the Company's reasonable control (including (without limitation) regulations, bye laws, prohibitions of any kind on the part of any governmental or local authority, strikes, or other industrial or trade disputes, acts of god, national or local disasters, flood, fire, accident, sabotage, insurrection, civil disturbance, war, acts of terrorism or the threat of war or terrorism or any event causing the whole or part of the Company to be closed to the public) in such circumstances the charges payable by the Client may be subject to abatement by a fair and reasonable
15. The Company shall have no liability to the Client for any consequential loss to the Client arising out of or in connection with the provision of an order pursuant to the contract formed by these terms and conditions (except in respect of death or personal injury resulting from negligence) and the total liability of the Company for any other loss of the Client shall not exceed the price payable by the client for the order.
16. The Company does not accept liability for loss or damage to any object. Equipment, furniture, stock or other property of any sort brought onto the premises by the Client or hired by the Company on the Clients behalf howsoever such loss or damage may occur unless as a direct result of the companies negligence. All such property will remain under the care and control of the Client and is entirely at the Client's own risk.
17. Any written variation of any of the above conditions shall not invalidate the remainder.
18. The contract will be governed and construed in accordance with the law of England.
19. All prices shown are excluding VAT.

#### Catering specific

1. In the case where items are to be charged on consumption the Company shall charge for an estimated amount beforehand with the difference being invoiced after the event.
2. All orders placed may be cancelled up to 7 days before delivery.
3. Variations from listed standard menu items are available at the discretion of the Company's Stand Catering Manager.
4. Where hospitality or Stand Catering is undertaken at the Company, the Client or the Client's guests for consumption on the premises may bring no other food, wine, beer or spirits into the venue.
5. Exhibitors are NOT permitted to bring any food or beverage (including Alcoholic) onsite to sell or offer to visitors from their stand – exhibitors must apply for approval or purchase the food and beverages from the Company. The Company reserves the right to confiscate any food or beverage brought on site



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## NAEC – Booking Form

Please complete this form in BLOCK CAPITALS.

### Contact Details

Exhibition Name		Hall		Stand Number	
Company Name		Stand Name			
Address Line 1					
Address Line 2					
Postcode		Website			
Company Tel No.		Company Fax No.			
VAT Reg No.					
Order Contact Name		Order Contact No.			
Order Contact Email		Position in Company			
Onsite Contact Name		Onsite Contact No.			

### Summary of Order

Catering	£	
Cleaning	£	
Event Services	£	
Health & Safety	£	
IT & Telephony	£	
Total (Excl. VAT)	£	
VAT Amount (20%)	£	
Final Total	£	



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### Your Information

The NAEC, Stoneleigh (Grandstand Stoneleigh Events Ltd) will hold & process your contact details on our database, and we may use it to provide details of services, products, events or offers that we feel may be of interest to you. We may also make this information available to carefully selected third parties who may contact you with further information on their services, products, events or offers.

Please tick the box if you wish to receive information from:

NAEC, Stoneleigh  Selected 3<sup>rd</sup> Parties

Please tick the box to indicate your preferred contact method: By Email  By Telephone

### Signature

The signatory declares that he/she has read and accepts the standard terms & 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 tick box to confirm

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment Details

The customer confirms that if they incur any call charges or fail to return any equipment, the NAEC, Stoneleigh may take additional payment in relation to such in accordance with the standard terms & conditions using the payment method and details provided below.

Payments for any services **MUST** be made in advance of the show.

Total Value of Order (inc. VAT)	£	
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#### PAYMENT CAN BE MADE VIA THE METHODS SHOWN BELOW:

Bank Transfer (BACS)	Bank of Scotland, Account No. 06021277, Sort Code 121740
Credit/Debit Card	Please call our Finance Team on 02476 858248 to process a card payment
Cheque	To be made payable to Grandstand Stoneleigh Events Ltd.

