



STAND IT ORDER FORM

1st January – 31st December 2026

INSTRUCTIONS:

1. Select the services you require by specifying the quantity in the box provided
2. Ensure you have read the Terms and Conditions on the website, including those specific to your type of Service
3. Complete all contact details and payment details
4. Send your completed Order Form to orders@cbsarena.co.uk

The package prices below are for the duration of the event and include delivery, collection, installation, derig and insurance (subject to terms and conditions available on request). All prices are exclusive of VAT. If you cannot see what you require, then please contact us for further details by emailing orders@cbsarena.co.uk

WIRED SERVICES	PRICE	QTY	VALUE £
Standard Wired Internet Connection (up to 10MB) – 1 Device	£460.00		
Premium Wired Internet Connection (up to 100MB – 1 Device (only available in the Exhibition Hall))	£920.00		
Add on: 8 Port Switch For use with a Standard Wired Internet Connection A 500watt socket will be required on your stand (Maximum of 7 outputs, additional cables available on request at an additional cost)	£120.00		
Wired Connection – Static external IP (Subject to availability per connection)	£577.50		
IP Phone with external number For use with a Standard Wired Internet Connection	£577.50		
ADDITIONAL CABLES	PRICE	QTY	VALUE £
5m	£13.50		
10m	£19.50		
15m	£24.50		
WIRELESS SERVICES	PRICE	QTY	VALUE £
Private WiFi Network SSID*	£1250.00		
PDQ Wireless connection, dedicated WiFi for Payment systems only*	£241.50		
Add On: Additional PDQ Connections*	£63.00		

* An Event Manager will contact you for the details quired for set up

All orders should be received 14 days prior to the 1st build day, Any orders received after this will be subject to a 20% surcharge payment, plus any out of hours labour charge



Judds Lane, Longford, Coventry, CV6 6AQ

cbsarena.co.uk

Coventry Building Society Arena is operated and managed by Coventry Arena Retail Ltd
Coventry Arena Retail Limited Company Reg: 11689119
Coventry Arena Retail Limited VAT No. 436027609





CONTACT DETAIL (Please complete in BOLD print)

Name of Exhibition:		Date:	
Hall No.		Stand No:	
Company Name:		Stand Name:	
Address:			
Website		Phone No.	
Order Contact Name:		Order Contact No.	
Order Contact Email:		Position:	
Onsite Contact:		Onsite No:	
Total £			
VAT (Prevailing Rate) £			
Grand Total £			
Signed		Name	

By signing this document you are agreeing and contracting to all the terms and conditions set out on our website
Your invoice will be sent on receipt of order, payments will be required a minimum of 5 working days prior to the event

Due to the instability of wireless connectivity with the structure of an exhibition, we strongly recommend that you only use a wireless connection if you are only checking emails and browsing the internet. A wired connection is recommended if you need to do anything more than the above as these are the most secure and stable source of internet for an exhibition

Please note it is YOUR responsibility to ensure that your stand builder correctly routes your cables to final its final location, Arena IT will pull the cable to the nearest floor duct and exit within your stand and provide approximately 6m of additional cable for your stand builders to route



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