

# Event Services Prepayment Order

Send with remittance to:

SECLtd, Glasgow, G3 8YW

Tel 0141 275 6218



All enquiries to [technical.services@sec.co.uk](mailto:technical.services@sec.co.uk)

**Prices Valid:**

**1st August 2022 -  
31st March 2023**

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

Item Description	Amount	Standard Rate	Late Order Charge	Total £
Natural gas up to 28mm (Connections above 28mm price on request)		£712.73	£950.30	
Compressed air 1/2" BSP 100 psi (state vol. required)		£506.82	£675.76	
<b>Water Services</b>				
Splash & Dash (unconnected water supply up to 150 litres) Exhibitors responsible for disposal of water - 1 Fill Only		£95.05	£126.73	
Industrial Spa Bath Package (150-2500 litres) Includes 1 fill and top-ups, draining of unit, temporary electrical supply to pump		£395.32	£527.09	
Connected Water Supply 1/2" Supply		£254.43	£339.24	
Connected Water & Waste supply 1/2" Supply(s) and 1 1/2" drain(s)		£508.83	£678.44	
Additional Water Connection		£99.30	£132.40	
Additional Waste Connection		£99.30	£132.40	
<b>Appliance requiring service .....</b>				
Floor Fixings 8-14mm		£33.20	£44.26	
Floor Fixings 16-28mm		£47.92	£63.89	
Hire of 60' reach hoist plus operator (price per hour)		£84.81	£113.08	
<b>N.B. Reach Hoist hire - Min 5 hour charge may apply - subject to availability</b>				
<b>Cleaning</b>				
Specialist Clean (Exhibits, hard floors & multi-tiered stands) N.B All carpeted stands will be vacuumed daily FOC		P.O.A	P.O.A	
<b>Waste Management (NB All boxes must be flat packed prior to SEC uplift)</b>				
35 Yard Skip			P.O.A	
8 Yard Skip			P.O.A	
<b>Skip Hire Waste - 7 days' notice is required for hiring skips</b>				
Pallet Removal (per pallet)			£9.21	
Literature (per box)			£7.68	
Licensed Security Staff Dedicated to your stand (price per hour)			£30.73	

**Sub Total**

**VAT**

**Grand Total**

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

**\* NOTE STANDARD RATE APPLIES TO ORDER 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 outwith the above price on application
- 6. We note the standard conditions of contract overleaf and agree that these will apply.

**EVENT DETAILS**

Event Name	<input style="width: 350px; height: 20px;" type="text"/>	Event Date	<input style="width: 150px; height: 20px;" type="text"/>
Stand Name	<input style="width: 350px; height: 20px;" type="text"/>	Stand No.	<input style="width: 150px; height: 20px;" type="text"/>

Please Note:- It is the responsibility of the exhibitor/contractor to advise us of any change of stand no 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	<input type="checkbox"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
Debit Card	<input type="checkbox"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

Cheque

Bacs

Expiry Date

3 Digit SEC No.

**Bacs Details**

Sort code 82-48-08

SEC Ltd Acc No. 50217238

Clydesdale Bank Swift Routing No. CLYDGB2S

14 Bothwell Street IBAN:-GB19CLYD82480850217238

Glasgow, G2 6QY

VAT Registration Number

**\*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>

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