



Internet Order Form

Manchester Central is a fully  enabled venue

All Exhibitors must complete this form to order Internet connectivity during the above named event. All prices **exclude** VAT.

To avoid late fees please ensure completed forms are e-mailed to computerservices@manchestercentral.co.uk by **MONDAY 1 APRIL 2013**

Please ensure both pages are sent back to us, failure to do so will mean your order will not be fulfilled.

Stand Details	
Stand Name:	Stand No/Location:
Contact Name:	
Contact Email:	
Contact Telephone:	

Standard Internet Connectivity	Suitable for exhibitors/organisers requiring a permanent internet connection with specifically allocated bandwidth for the duration of an event. One internet connection <u>cannot</u> be split between rooms/stands.
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	Standard Rate <i>(Per Event)</i>	Late Orders* <i>(Per Event)</i>	Quantity	Total (£)
Wireless Connections	FREE	FREE	-	-
Hardwired Connections. Wireless routers must not be used without contacting Computer Services first	£300	£400		
VoIP Telephone (Line and Handset)	£150	£200		
VLAN	£1000			

We cannot fulfil hardwire orders that are placed less than 7 days before the start of tenancy. Please ensure you order hardwires in good time.

* Applies to orders received on or after the deadline stated above

If you are using a switch to split a hardwired connection, you must purchase the appropriate amount of additional connections to enable devices connected to the switch to allow them to go online.

SUB TOTAL	<input type="text"/>
VAT	<input type="text"/>
TOTAL	<input type="text"/>

TOTAL + 2.5% Credit Card Surcharge	<input type="text"/>
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Invoice Contact Details		Please ensure all fields are completed to avoid delays with your order	
Title:	Forename:	Surname:	
Company Name:			
Invoice Address:			
Country:			
Postal Code:			
Telephone:		Fax:	
Email:			

Payment Details		Please read the standard terms (below) before sending us your order	
<input type="checkbox"/>	Credit/Debit Card Number <i>Credit cards are subject to a 2.5% surcharge</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Name (as shown on card)	Expiry <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Start Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Card Type	Issue <input type="text"/> <input type="text"/>	Authorisation Number <input type="text"/> <input type="text"/> <input type="text"/>
	Cardholder's Signature		
	Cardholder's Address		
<input type="checkbox"/>	Cheque	<ul style="list-style-type: none"> • Please make Cheques payable to 'Manchester Central Convention Complex Ltd' • Please enclose a copy of this order form when sending cheques 	

Standard Terms:

- All orders are subject to confirmation.
- All orders will only be accepted if received with full payment inclusive of VAT before event tenancy and on strict understanding that Manchester Central's terms and conditions apply.
- Availability of connectivity and associated packages cannot be guaranteed unless orders are received at least 14 days before event tenancy.
- Cancellations will ONLY be refunded if written notice is received not less than 14 days prior to set up date.
- Manchester Central does not accept any liability for any expense incurred should customers decide to pre-configure their equipment or stand before receipt of goods or authorised technical information.
- On receipt of all hire equipment the customer accepts full liability for loss or damage. Damage to equipment (including hard wires) will incur an additional cost.
- This document forms an agreement with Manchester Central for services & equipment to be in place at the start time of the first open day of the event, not before. We will, however, endeavour to complete installation one day before wherever possible.
- All connections are provided through the Manchester Central wireless network unless otherwise stated.
- All internet services are for connection only.
- Unless arranged in advance, connectivity will be provided at least one hour before the commencement of an exhibition/conference.
- Standard working hours are 8.30am to 5.00pm.
- Although we test hardwires before exhibitor tenancy, please check that you hardwire is working when you arrive. If your hardwire is not working, please inform Manchester Central staff ASAP. This is to ensure we have adequate time to resolve any issues before show open.
- Power Distribution is NOT included and should be ordered from our approved contractor.
- Where hardwires have been ordered, we will place them in the nearest floor duct to your stand with some excess length. It is up to your stand builder to route the wire to the desired location.
- Manchester Central staff should be informed immediately of any technical difficulties when attempting to access the internet facilities. Failure to do so will mean that a refund is not possible.
- Our VAT Registration number is 864 4481 02
- Wireless routers must not be used without contacting Computer Services department prior to the start of the event. Any wireless router deemed to be causing interference with our equipment will be disconnected and a refund will not be possible.