

## 2020 Connectivity Order Form - Exhibitor - 2 day event rates

<b>Event Name:</b>	VegFest 2020
<b>Event Date:</b>	14 - 15 November 2020
<b>Stand Number:</b>	
<b>Stand Name:</b>	
<b>Order to be returned by*:</b>	14 October 2020

**\*Any bookings received past this date will be charged the Late Rate**

### IMPORTANT NOTICE REGARDING WiFi USAGE:

Exhibitors are prohibited from installing, generating or broadcasting their own WiFi or WiFi zones as this causes the airwaves to become saturated and can stop all the wireless network from working effectively within the halls.

eForce reserves the right to disconnect any unauthorised routers or WiFi zones.

Where possible we recommend opting for a wired connection for enhanced security and reliability.

Please contact us to discuss your requirements: tel: 0207 598 2400 or email: sales@eforce.co.uk

Wired connections	Quantity	Standard Rate	Late Rate	Total
<b>Wired Internet Connection (LAN)</b>				
The most reliable, secure connection option for laptops & PC's. CAT5e cable with RJ45 termination. Please submit stand plan.				
Up to 1 Mbps		£320	£384	
Up to 2 Mbps		£435	£522	
Up to 4 Mbps		£720	£864	
Up to 8 Mbps		£1,290	£1,548	
Up to 10 Mbps		£1,630	£1,956	
Greater bandwidth speeds are available on request		POA	POA	
<b>VLANS</b>				
Connects multiple stands to the same network within the venue. Internet connections ordered separately. (A WiFi disabled router is required to distribute internet to the VLAN). Please submit stand plan.				
Connect multiple stands via Ethernet CAT5e cabling (Price per location)		£185	£222	
WiFi Disabled Router - required to distribute internet to the VLAN		£190	£228	
Creates a network for your wired and wireless devices on the stand		£360	£432	
Also available at multiple stands (Each location will incur the above detailed charge)				
<b>Network Hubs, Cables and IP Addresses</b>				
Please note you will require to arrange power supply for your Hub separately. All wired internet connections include 1 IP Address. Please submit stand plan.				
Installed Hub 10/100 Mbps, 8 Ports for networking multiple PC devices		£85	£102	
Installed Hub 10/100 Mbps, 16 Ports for networking multiple PC devices		£130	£156	
Installed Ethernet CAT5e Patch Lead (5 meter)		£36	£44	
Additional IP address (price per address)		£65	£78	
<b>Wireless (WiFi) connections</b>				
<b>WiFi Zones</b>				
Private network created for your stand/area with a customised network name (SSID) & password. Up to 4Mbps per user				
Covers areas up to 20 Sqm and up to 10 concurrent users		£810	£972	
Covers areas up to 48 Sqm and up to 30 concurrent users		£1,275	£1,530	
<b>WiFi Internet Connection for Multiple Devices</b>				
Up to 4Mbps per device (Not Networked)				
Username & Password for up to 3 devices		£285	£342	
Username & Password for up to 5 devices		£450	£540	
Username & Password for up to 8 devices		£695	£834	
<b>WiFi Internet Connection</b>				
For a single device up to 2Mbps bandwidth				
Username & Password		£98	£118	
Username & Password with support cable (for use with Laptop or PC only. Support cable will be installed preshow and enabled only as backup)		£270	£324	
<b>Telephones &amp; ISDN</b>				
<b>Telephones</b>				
Call charges excluded and will be billed post event				
Analog Exchange Line - for Telephone / PDQ		£165	£198	
Analog Telephone Handset (Purchase)		£25	£30	
ISDN2 Line		£490	£588	
<b>Full prepayment is required prior to the event tenancy in order to enable any connectivity services</b>				
<b>Any bookings received during the tenancy period will incur a 40% surcharge</b>				
<b>Sub Total (ex VAT)</b>				
<b>20% VAT</b>				
<b>Total (Inc VAT)</b>				

Please tick this box to confirm you have read and understood our Connectivity Guidelines

Please tick this box to confirm you have read and accepted our Terms & Conditions

For further information on any of our services or to talk to us about your requirements please contact our Sales Team on:  
0207 598 2400 or [sales@eforce.co.uk](mailto:sales@eforce.co.uk)

Alternatively please place and pay for your order directly online via [www.eforce.co.uk](http://www.eforce.co.uk)

### Stand Location and Layout

**Please attach to your order a marked stand floor plan for Wired connections, VLAN's, Hubs and Telephones indicating the drop location and email it to sales@eforce.co.uk**

For stands with a raised platform we can deliver wired services to a desired location on the stand at no extra cost. Stand numbers to the left and right of your stand on your floor plan are required for orientation.

*Any changes to stand number or location will incur additional fees!*

### Exhibitor Details

Stand Name Stand Number

Invoice Company Name

Invoice Address:

Postcode:

Country:

VAT exemption code if applicable (EU Customers):

Contact First Name:

Surname:

Email:

Telephone:

Mobile:

**Payment We will not be able to provide any services until full prepayment has been completed  
Please note we no longer accept cheques**

- Please debit my card**  **Bacs / Chaps transfer (PO Ref required \_\_\_\_\_)**  
(please forward a remittance advice to allow us to attach the payment to your order)  
 **Visa**  **MasterCard**  **AMEX**

Please call us once you have received the invoice to process any credit card transactions on 020 7598 2400

### eForce Bank Account details

Account Number:	42125804
Sort Code:	60-07-14
SWIFT Code:	NWBKGB2L
IBAN NO:	GB75NWBK60071442125804
Name:	Olympia Ltd trading as eForce
Banks Address:	National Westminster Bank Earls Court Branch 195 Earls Court Road London SW5 9AP
VAT Registration number:	GB 386 2131 53

**This order is accepted on the understanding that full eForce terms & conditions apply.  
Copies are available on requestor can be viewed at [www.eforce.co.uk/terms](http://www.eforce.co.uk/terms)**

### Terms of Cancellation

If an order is cancelled, in writing, 4 weeks prior to the start of build up of the event, the Services ordered will be charged at 25%.  
If an order is cancelled, in writing, 2 weeks prior to the start of build up of the Event, the Services ordered will be charged at 50%.  
If an order is cancelled, in writing, 1 week prior to the start of build up of the Event, the Services ordered will be charged at the full rate.

Please revert to clause 4 of the eForce terms and conditions

### Order Confirmation

The signatory declares that he/she has read and accepted eForce's Terms & Conditions:  
**Please return signed order form to sales@eforce.co.uk**

Authorised  
Signature:

Print Name:

Date: