

2020 Connectivity Order Form - Organiser - 2 day event rates

Event Name:	VegFest 2020
Event Date:	14 - 15 November 2020
Stand Number:	
Stand Name:	

*Any bookings received within the tenancy period will incur a 20% surcharge

IMPORTANT NOTICE REGARDING WiFi USAGE:

We ask for organisers to support us in ensuring exhibitors do not install, generate or broadcast 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.

Wired connections	Quantity	Standard Rate	Total
Wired Internet Connection (LAN)			
The most reliable, secure connection option for laptops & PC's. CAT5e cable with RJ45 termination.			
Up to 1 Mbps		£280	
Up to 2 Mbps		£380	
Up to 4 Mbps		£630	
Up to 8 Mbps		£1,135	
Up to 10 Mbps		£1,435	
Greater bandwidth speeds are available on request		POA	
VLANS			
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).			
Connect multiple stands via Ethernet CAT5e cabling (Price per location)		£170	
WiFi Disabled Router - required to distribute internet to the VLAN		£175	
Creates a network for your wired and wireless devices on the stand		£320	
Also available at multiple stands (Each location will incur the above detailed charge)			
Network Hubs, Cables and IP Addresses			
Please note you will require to arrange power supply for your Hub separately. All wired internet connections include 1 IP Address.			
Installed Hub 10/100 Mbps, 8 Ports for networking multiple PC devices		£80	
Installed Hub 10/100 Mbps, 16 Ports for networking multiple PC devices		£115	
Installed Ethernet CAT5e cable (5 meter)		£36	
Additional IP address (price per address)		£60	
Wireless (WiFi) connections			
WiFi Zones			
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		£720	
Covers areas up to 48 Sqm and up to 30 concurrent users		£1,125	
WiFi Internet Connection for Multiple Devices			
Up to 4Mbps per device (Not Networked)			
Username & Password for up to 3 devices		£260	
Username & Password for up to 5 devices		£405	
Username & Password for up to 8 devices		£630	
WiFi Internet Connection			
For a single device up to 2Mbps bandwidth			
Username & Password		£95	
Username & Password with support cable (for use with Laptop or PC only. Support cable will be installed preshow and enabled only as backup)		£235	
Telephones & ISDN			
Telephones			
Call charges excluded and will be billed post event			
Analog Exchange Line - for Telephone / PDQ - Temp Socket		£165	
Analog Exchange Line - for Telephone / PDQ - Existing Socket		£125	
Analog Telephone Handset (Purchase)		£25	
Supplementary Services Available to Organisers Please call your Account Manager to discuss further			
Enhanced Hall Wide WiFi including sensors monitoring Footfall Analytics WiFi helpers Rogue device detection service			
Full prepayment is required prior to the event tenancy in order to enable any connectivity services			
Sub Total (ex VAT)			
20% VAT			
Total (Inc VAT)			
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			

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!

Organiser Details

Company Name:

Contact Name (Mr / Mrs / Ms / Miss):

Email:

Telephone:

Mobile:

Invoice Address:

Postcode:

Country:

VAT exemption code if applicable (EU Customers):

**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 to process any credit card transaction 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**

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:

**For further information on any of our services or to talk to us about your requirements please contact our Sales Team on:
020 7598 2400 or sales@eforce.co.uk
Alternatively place and pay for your order directly online via www.eforce.co.uk**