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## Products & Services Order Form

### Instructions

1. Select the Services you require by specifying the quantity in the box provided.
2. Ensure you have read the Standard Terms and Conditions either on our website or as set out at the end of this Order Form, including those specific to your type of Service.
3. Complete all contact details on **Page 21**.
4. Draw out your stand on the Service Location Plan on the sheet and mark the Services required as per the instructions. Please also mark the neighbouring stand numbers to ensure the correct orientation of the stand. *Please check the notes of your individual order to see if this applies to the Service, for example, water and waste connection or a telephone line.*
5. Complete all payment details on **Page 22**. Please note prices are exclusive of VAT on our Price Lists.
6. Send your completed Order Form to the Sales and Customer Support team at the contact details above.

Should you require assistance with any other show related services such as banner drop wires, drapes, rigging points and any other Products and Services not highlighted in our Price List attached, please contact the Sales and Customer Support team on the above contact details.

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#### PLEASE NOTE:

Current products and prices are subject to availability and change.

Advanced Prices are available up until 14 full days from the start of Licence Period (“Advanced Prices”).

Standard prices are available from 13 full days prior to the start of the Licence Period until the day before the Licence Period begins and are 20% higher than Advanced Prices.

Any request for Pipework/Mechanical Mains Services made during the Licence Period shall be charged at a rate 40% higher than the Advanced Price and 50% higher for Rigging and Trade Services.

All orders must be accompanied by a dimensional drawing showing the precise location of all services required. Failure to supply a drawing up to 7 days after submitting the order may result in a 10% surcharge. Please note: For Food to You, if no price is stipulated the item is not available.

***The Licence Period begins the first access day for the Build-Up Period and may be earlier than your own stand's access.***



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## Event IT

### IMPORTANT INFORMATION

We are pleased to advise you that we now offer FREE public WiFi in all halls, suites, catering pods and public areas of the NEC.

However, due to the instability of wireless connectivity within the structure of an exhibition, if a stable IT connection is an integral part of your stand we strongly recommend a hard wired connection as the most secure and reliable source of internet.

Please note it is YOUR responsibility to ensure that your stand builder correctly routes your cables to final location. Event 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.

<u>Internet &amp; Data Services</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
1Mbps - Broadband Internet Access	EA	£400.00	£480.00	<input type="text"/>	<input type="text"/>
20Mbps - Broadband Internet Access	EA	£4,300.00	£5,160.00	<input type="text"/>	<input type="text"/>
50Mbps - Broadband Internet Access	EA	£10,300.00	£12,360.00	<input type="text"/>	<input type="text"/>
100Mbps - Broadband Internet Access with Static IP	EA	£15,300.00	£18,360.00	<input type="text"/>	<input type="text"/>
2Mbps - Broadband Internet Access	EA	£700.00	£840.00	<input type="text"/>	<input type="text"/>
5Mbps - Broadband Internet Access	EA	£1,300.00	£1,560.00	<input type="text"/>	<input type="text"/>
VLAN Connection	EA	£175.00	£210.00	<input type="text"/>	<input type="text"/>
Additional IP Address	EA	£60.00	£72.00	<input type="text"/>	<input type="text"/>
10Mbps - Broadband Internet Access	EA	£2,300.00	£2,760.00	<input type="text"/>	<input type="text"/>
10Mbps - Broadband Internet Access with Static IP	EA	£2,300.00	£2,760.00	<input type="text"/>	<input type="text"/>
				<b>Total</b>	<input type="text"/>
<u>Telephony Services</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Standard Phone Line & Handset Package	EA	£137.00	£164.40	<input type="text"/>	<input type="text"/>
Standard Telephone Line	EA	£125.00	£150.00	<input type="text"/>	<input type="text"/>
PDQ Machine with Line Package	EA	£255.00	£306.00	<input type="text"/>	<input type="text"/>
ISDN Line	EA	£275.00	£330.00	<input type="text"/>	<input type="text"/>
				<b>Total</b>	<input type="text"/>
<u>Event IT Equipment</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Entry Level Specification Laptop - Intel Core 2 Duo 2.0Ghz, 2GB RAM, 60GB HD, CDRW/DVD Drive, 14.4" TFT Screen	EA	£62.50	£75.00	<input type="text"/>	<input type="text"/>
Mid Range Specification Laptop - Intel Core i5 2.4Ghz, 4GB RAM, 320GB HD, DVDRW Drive, 14" TFT Screen	EA	£86.00	£103.20	<input type="text"/>	<input type="text"/>

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High End Specification Laptop - Intel Core i7 2.2Ghz, 8GB RAM, 1TB HD, Blu-Ray, 17" LED Screen	EA	£177.25	£212.70	<input type="text"/>	<input type="text"/>
Entry Level Specification PC - Intel Core 2 Duo 3.0Ghz, 2GB RAM, 160GB HD, CDRW/DVD Drive	EA	£140.00	£168.00	<input type="text"/>	<input type="text"/>
Mid Range Specification PC - Intel Core i5 2.4Ghz, 4GB RAM, 500GB HD, DVDRW Drive	EA	£102.00	£122.40	<input type="text"/>	<input type="text"/>
High End Specification PC - Intel Core i7 Processor 2.8Ghz Tower, 8GB RAM, 1TB HD, Blu-ray/DVDRW Drive	EA	£246.50	£295.80	<input type="text"/>	<input type="text"/>
MacBook Pro 17" - Core 2 Duo 2.6Ghz, 4GB RAM, 200GB HD, DVDRW Drive, 17" TFT Wide Screen	EA	£149.00	£178.80	<input type="text"/>	<input type="text"/>
MacBook Pro 17" - Quad Core i7 2.4Ghz, 4GB RAM, 750GB HD, DVDRW Drive, 17" TFT Wide Screen	EA	£170.00	£204.00	<input type="text"/>	<input type="text"/>
80" LED TV - Max resolution 1920x1080px, 4x HDMI, USB, RCA, Component, Scart	EA	£450.00	£540.00	<input type="text"/>	<input type="text"/>
32" 3D LED TV - Resolution 1920x1080px, 4 x HDMI, Scart, Composite, Component, 3 x USB	EA	£168.00	£201.60	<input type="text"/>	<input type="text"/>
40" 3D LED TV - Resolution 1920x1080px, 4 x HDMI, Scart, Composite, Component, 3 x USB	EA	£246.25	£295.50	<input type="text"/>	<input type="text"/>
60" 3D LED TV - Max resolution 1920x1080px, In built speakers, 4x HDMI, 3 x USB	EA	£366.00	£439.20	<input type="text"/>	<input type="text"/>
19" TFT Screen - Maximum resolution 1280x1024px, Aspect ratio 5:4	EA	£39.50	£47.40	<input type="text"/>	<input type="text"/>
20" TFT Widescreen - Maximum resolution 1440x900px, Aspect ratio 16:10	EA	£55.25	£66.30	<input type="text"/>	<input type="text"/>
24" TFT Widescreen - Maximum resolution 1920x1080px, Aspect ratio 16:9	EA	£60.00	£72.00	<input type="text"/>	<input type="text"/>
21" Touchscreen - Maximum resolution 1600x1200px, Aspect ratio 4:3	EA	£197.75	£237.30	<input type="text"/>	<input type="text"/>
32" Touchscreen - Maximum resolution 1280x768px, Aspect ratio 16:9, 2 x 14 Watt Side speakers	EA	£297.50	£357.00	<input type="text"/>	<input type="text"/>
40" Touchscreen - Maximum resolution 1920x1080px, Aspect ratio 16:9, 2 x 14 Watt Side speakers	EA	£395.00	£474.00	<input type="text"/>	<input type="text"/>
46" Touchscreen - Maximum resolution 1920x1080px, Aspect ratio 16:9	EA	£494.00	£592.80	<input type="text"/>	<input type="text"/>
55" Touchscreen - Maximum resolution 1920x1080px, Aspect ratio 16:9, 2 x 10 Watt Speakers	EA	£810.00	£972.00	<input type="text"/>	<input type="text"/>
65" Touchscreen - Maximum resolution 1920x1080px, Aspect ratio 16:9, 2 x 10 Watt Speakers	EA	£978.50	£1,174.20	<input type="text"/>	<input type="text"/>
HP 23" Touchsmart - Intel Core i3, 2.13Ghz, 4GB RAM, 1TB, DVDRW Drive, Maximum resolution 1920x1080	EA	£188.00	£225.60	<input type="text"/>	<input type="text"/>
2000 ANSI Lumens Projector - Resolution 1024x768, suitable for conference up to 30 people	EA	£188.00	£225.60	<input type="text"/>	<input type="text"/>
Multi-Function Event Kiosk - The Cameleon SLK	EA	£297.00	£356.40	<input type="text"/>	<input type="text"/>
Multi-Function Event Kiosk - The ITR X5	EA	£248.00	£297.60	<input type="text"/>	<input type="text"/>
iPad Stand - ITR iPad Exhibition Hub	EA	£128.75	£154.50	<input type="text"/>	<input type="text"/>
8 Port Switch	EA	£79.00	£94.80	<input type="text"/>	<input type="text"/>
8 Port Switch and cable	EA	£0.00	£0.00	<input type="text"/>	<input type="text"/>

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CAT 5 Cabling - 5 metres	EA	£6.70	£8.04	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 10 metres	EA	£13.50	£16.20	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 15 metres	EA	£19.00	£22.80	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 20 metres	EA	£25.50	£30.60	<input type="text"/>	<input type="text"/>
				<b>Total</b>	<input type="text"/>

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## Mains Services

### IMPORTANT INFORMATION

Final positioning of piped services is the responsibility of the stand designer/contractor.

Ramping over piped services will not be permitted for health and safety reasons.

All Appliances must comply to the current gas safety (installation and use of) regulations and are subject to onsite inspections before connection.

Included in the price below our engineers will 'gas safe test' the supply as far as the valve only and will provide a certificate. Please confirm your own gas safe registered engineer's details with this order. Failure to provide this information may delay installation of equipment. If you wish the NEC to connect your equipment and gas safe test the installation, please select this service on the order form below at an additional charge.

\*\* Please Note - Sink units, dishwashers and under sink water heaters are not included in this order and regrettably cannot be supplied by the NEC.

<u>Mechanical Mains - Water &amp; Waste</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Water (5.6 Bar or 85 p.s.i.) and Waste (0.38 l/s or 5 g.p.m.) Supply with Connection to a Single Sink (Sink not supplied)	EA	£676.00	£811.20	<input type="text"/>	<input type="text"/>
Water and Waste Supply with connection to a Single Sink and Over Sink Water Heater (Sink, Heater and Electric not supplied)	EA	£740.00	£888.00	<input type="text"/>	<input type="text"/>
Water and Waste Supply with connection to a Single Sink and Under Sink Water Heater (Sink, Heater and Electric not supplied)	EA	£740.00	£888.00	<input type="text"/>	<input type="text"/>
Water and Waste Supply with connection to a Single Sink, Over Sink Water Heater and Dishwasher (Sink, Heater, Dishwasher and Electric not supplied)	EA	£1,416.00	£1,699.20	<input type="text"/>	<input type="text"/>
Water and Waste Supply with connection to a Single Sink and Dishwasher (Sink and Dishwasher not supplied)	EA	£1,352.00	£1,622.40	<input type="text"/>	<input type="text"/>
Water and Waste Supply with connection to a Double Sink (Sink not supplied)	EA	£740.00	£888.00	<input type="text"/>	<input type="text"/>
Water and Waste Supply with Connection to a Double Sink and Over Sink Water Heater (Sink, Heater and electric not supplied)	EA	£805.00	£966.00	<input type="text"/>	<input type="text"/>
Water and Waste Supply with Connection to a Dishwasher (Dishwasher and electric not supplied)	EA	£676.00	£811.20	<input type="text"/>	<input type="text"/>
Water Supply Only (1/2")	EA	£375.00	£450.00	<input type="text"/>	<input type="text"/>
Waste Supply Only (1 1/2")	EA	£375.00	£450.00	<input type="text"/>	<input type="text"/>
Additional Water Supply to within 1 metre of original connection	EA	£64.00	£76.80	<input type="text"/>	<input type="text"/>
Additional Waste Supply to within 1 metre of original connection	EA	£64.00	£76.80	<input type="text"/>	<input type="text"/>
Over Sink Water Heater (Hire only electric not included)	EA	£62.00	£74.40	<input type="text"/>	<input type="text"/>
Single Sink and Integral Under Sink Water Heater (Hire only, electric not included)	EA	£217.00	£260.40	<input type="text"/>	<input type="text"/>
Industrial Sink Heater (Hire only electric not included)	EA	£155.00	£186.00	<input type="text"/>	<input type="text"/>
Industrial Double Sink (Hire only)	EA	£201.00	£241.20	<input type="text"/>	<input type="text"/>

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**Mechanical Mains - Compressed Air**

		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Compressed Air (5.6 Bar or 75-90 p.s.i.) With normal Industrial quality contamination levels, Female 3/4" (20mm) BSP Connector (30 l/s or 70 cfm free air)	EA	£676.00	£811.20	<input type="text"/>	<input type="text"/>
Compressed Air - 1st connection from 0.75" Air to within 3 metres of original connection	EA	£151.50	£181.80	<input type="text"/>	<input type="text"/>
<b>Total</b>				<input type="text"/>	<input type="text"/>

**Mechanical Mains - Gas**

		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Natural Gas - 1" bsp Isolating Valve female	EA	£676.00	£811.20	<input type="text"/>	<input type="text"/>
Natural Gas Connection to within 1 metre of original connection	EA	£151.50	£181.80	<input type="text"/>	<input type="text"/>
Gas Test	EA	£70.00	£70.00	<input type="text"/>	<input type="text"/>
<b>Total</b>				<input type="text"/>	<input type="text"/>

**Mechanical Mains - Special Works**

		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Additional Water Supply to within 1 metre of original connection	EA	£0.00	£0.00	<input type="text"/>	<input type="text"/>
<b>Total</b>				<input type="text"/>	<input type="text"/>

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## NEC Security

### IMPORTANT INFORMATION

Introducing NEC Exhibitor CCTV

If you are looking for extra security on your stand then you can now order exhibitor CCTV from the NEC. CCTV on your stand provides you with a number of benefits whilst you're not around or are busy dealing with clients:

Security cameras are an affective crime deterrent, helping minimize potential theft.

Should anything happen on your stand, CCTV offers recorded images of any criminal activity.

Any evidence captured will then be available to security or police officers.

Depending on your insurance policy, cameras can assist with insurance claims.

CCTV signage is provided with each camera to help deter crime.

Please note: Security services cannot guarantee theft will not take place and accept no liability for loss. Insurance remains the responsibility of the exhibitor.

This information is correct at the time of going to print. It may be altered at any time without liability on the part of the National Exhibition Centre.

<u>Security</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Exhibitor CCTV Package - 1 Camera	EA	£200.00	£240.00	<input type="text"/>	<input type="text"/>
Exhibitor CCTV Package - 2 Cameras	EA	£350.00	£420.00	<input type="text"/>	<input type="text"/>
				<b>Total</b>	<input type="text"/>

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## Health & Safety

### IMPORTANT INFORMATION

#### FIRE EXTINGUISHERS:

WATER - For use on Class A materials (wood, paper, textiles).

AFFF (Foam) - For use on Class A materials (wood, paper, textiles) and Class B materials (flammable liquids).

DRY POWDERS - For use on Class A materials (wood, paper, textiles), Class B materials (flammable liquids) and Class C materials (flammable gasses e.g. LPG butane and live electrical equipment).

Co2 - 2kg (Small) and 5kg (Large) - For use on live electrical equipment.

WET CHEMICAL - For use on Class A materials (wood, paper, textiles) and Class F materials (cooking oils).

FIRE BLANKETS - For use in cooking areas.

MOBILE FIRE POINTS - Metal stands complete with any two fire extinguishers. Can be used indoors or outdoors. Floor stand or wall mounted.

PLASTIC FIRE POINTS - Floor stand. Can be used with any one or two fire extinguishers.

<b>Fire Safety Products</b>		<b>Advance Price</b>	<b>Standard Price</b>	<b>QTY</b>	<b>Value £</b>
Fire Extinguisher - Water	EA	£19.50	£23.40	<input type="text"/>	<input type="text"/>
Fire Extinguisher - AFFF (Foam)	EA	£19.55	£23.46	<input type="text"/>	<input type="text"/>
Fire Extinguisher - Dry Powder	EA	£19.50	£23.40	<input type="text"/>	<input type="text"/>
Fire Extinguisher - Co2 2kg (Small)	EA	£19.50	£23.40	<input type="text"/>	<input type="text"/>
Fire Extinguisher - Co2 2kg (Large)	EA	£22.75	£27.30	<input type="text"/>	<input type="text"/>
Fire Extinguisher - Wet Chemical	EA	£19.50	£23.40	<input type="text"/>	<input type="text"/>
Fire Blanket	EA	£13.00	£15.60	<input type="text"/>	<input type="text"/>
Mobile Fire Point	EA	£83.50	£100.20	<input type="text"/>	<input type="text"/>
Plastic Fire Point - Single	EA	£16.25	£19.50	<input type="text"/>	<input type="text"/>
Plastic Fire Point - Double	EA	£23.90	£28.68	<input type="text"/>	<input type="text"/>
				<b>Total</b>	<input type="text"/>

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## Trades

### IMPORTANT INFORMATION

- (1) Floor fixings are of bolt type. This allows for supply of the bolt, fixing with plant in position and making good of the floor at the end of the exhibition only. It is the responsibility of the stand builder / contractor to carry appropriate tools to remove all bolts at the end of the exhibition. The floor fixing is not suitable for up thrust or pull out loads without provision of an appropriate anchor block. Standard fixings allow for bolts up to 75mm above floor for 8 and 10mm diameter. And up to 150mm above floor, for all others. Longer bolts will be charged extra.
- (2) Floor pockets allow for cutting out of the pocket, concreting in of the required item, removal and making good of floor at the end of the exhibition.
- (3) Floor chases allow for cutting out of the chase for installation and burial of customers' cable or pipe, making good with lightweight screed for open period, removal and making good of floor at end of exhibition.
- (4) Entry to Service Duct allows for cutting hole in concrete wall of service duct for installation of customers' pipe or cable, removal and making good of duct at end of exhibition. This service is only permitted for duct crossing where chases are employed.
- (5) Painting of Stand Areas allows for painting of stand with one coat of approved floor paint. Where paint other than black is used, allows for repainting floor black at end of exhibition. A minimum of 12 hours painting and drying time is required with a minimum of 24 hours notice of the commencement of such period.
- (6) Aerial Services - Please note it is YOUR responsibility to ensure that your stand builder correctly routes your cables to the final location. The trades department will pull the cable to the nearest floor duct and exit on your stand and provide the appropriate amount of cable for your stand builders to route to the location indicated on your stand plan.

<b>Trades - Aerial Services</b>		<u>Advance</u> <u>Price</u>	<u>Standard</u> <u>Price</u>	<u>QTY</u>	<u>Value £</u>
Television aerial, standard UHF/VHF single point, price per point	EA	£246.50	£295.80	<input type="text"/>	<input type="text"/>
Additional aerial points, price per additional point	EA	£69.00	£82.80	<input type="text"/>	<input type="text"/>
Radio aerial, single point, price per point	EA	£254.00	£304.80	<input type="text"/>	<input type="text"/>
<b>Total</b>				<input type="text"/>	<input type="text"/>
<b>Trades - Barriers &amp; Fencing</b>		<u>Advance</u> <u>Price</u>	<u>Standard</u> <u>Price</u>	<u>QTY</u>	<u>Value £</u>
Ropes & posts, min order of 2 (1m high x 1.5m rope length) price each	EA	£18.50	£23.13	<input type="text"/>	<input type="text"/>
Tensator barriers min order of 2, 0.95m high x 1.8m tape length price each	EA	£18.50	£23.13	<input type="text"/>	<input type="text"/>
Crowd Control Barrier (2.5m wide x 1m high)	EA	£6.00	£6.00	<input type="text"/>	<input type="text"/>
Wheeled crowd control barriers, price each	EA	£16.70	£20.88	<input type="text"/>	<input type="text"/>
Installation of Crowd Control Barriers, price per barrier	EA	£1.10	£1.38	<input type="text"/>	<input type="text"/>
<b>Total</b>				<input type="text"/>	<input type="text"/>
<b>Trades - Floors</b>		<u>Advance</u> <u>Price</u>	<u>Standard</u> <u>Price</u>	<u>QTY</u>	<u>Value £</u>
Floor bolts, 8mm-15mm, price each	EA	£26.90	£33.63	<input type="text"/>	<input type="text"/>
Floor bolts, 18mm-24mm, price each	EA	£37.00	£46.25	<input type="text"/>	<input type="text"/>
Floor chase, 150mm x 50mm deep, to cover cable on stand, price per metre or part metre	MTR	£116.00	£145.00	<input type="text"/>	<input type="text"/>
Access to floor/service duct 150mm x 150mm, price each	EA	£235.00	£293.75	<input type="text"/>	<input type="text"/>
Black floor paint & painting, price per square metre	M2	£3.10	£3.88	<input type="text"/>	<input type="text"/>

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Painting floor a colour then back to black, price per square metre, paint included	M2	£5.50	£6.88	<input type="text"/>	<input type="text"/>
Painting floor white then back to black, price per square metre, paint included	M2	£5.50	£6.88	<input type="text"/>	<input type="text"/>
			<b>Total</b>	<input type="text"/>	<input type="text"/>

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## Cleaning

### IMPORTANT INFORMATION

Upper Tier Stand Cleaning - Vacuuming of carpets, mopping of hard floors, emptying bins and wiping of table and counter surfaces to upper tier area of exhibition stand. Cost includes labour and materials.

Hire of Cleaning Operative - Hire of dedicated cleaning operative for general cleaning duties, glass cleaning, cleaning of stand fixtures and fittings and carpet cleaning. Rate includes materials.

Portering Service - Operative to assist with moving of small carryable items. Ideal for both build up and break down of your exhibition stand. Operative fully trained in manual handling and a provision of trolley is included.

Production Waste - Container Hire and Waste Disposal - For the disposal of waste generated as part of an exhibition stand demonstration or feature. Price includes the provision of a container, labour costs for delivery and collection and disposal costs. Requires the completion of a Waste Transfer note, this will be completed on site prior to the collection. Larger skips are available if required, please contact us for details.

Clinical Waste Disposal - For the disposal of clinical waste generated as part of an exhibition stand demonstration or feature. Price includes provision of bin, labour and disposal in line with all current waste legislation.

Hazardous Waste Disposal - For the disposal of hazardous and specialist waste. Price includes collection, storage and disposal in line with all current waste management legislation. Requires the completion of a Waste Transfer note, this will be completed on site prior to the collection. Please contact us for details.

<u>Cleaning</u>		<u>Advance</u> <u>Price</u>	<u>Standard</u> <u>Price</u>	<u>QTY</u>	<u>Value £</u>
Upper Tier Stand Cleaning - Up to 30m2	EA	£69.50	£69.50	<input type="text"/>	<input type="text"/>
Upper Tier Stand Cleaning - Over 30m2	EA	£103.75	£103.75	<input type="text"/>	<input type="text"/>
Cleaning Operative - 4 Hour Shift	EA	£69.00	£69.00	<input type="text"/>	<input type="text"/>
Portering Service - 4 Hour Shift	EA	£69.50	£69.50	<input type="text"/>	<input type="text"/>
Portering Service - 8 Hour Shift	EA	£138.50	£138.50	<input type="text"/>	<input type="text"/>
Portering Service - 12 Hour Shift	EA	£207.50	£207.50	<input type="text"/>	<input type="text"/>
Production Waste - Standard Bin Bag	EA	£9.75	£9.75	<input type="text"/>	<input type="text"/>
Production Waste - 120 Litre Food Waste Bin	EA	£12.75	£12.75	<input type="text"/>	<input type="text"/>
Production Waste - 120 Litre Glass Bin	EA	£12.75	£12.75	<input type="text"/>	<input type="text"/>
Production Waste - 240 Litre Wheelie Bin	EA	£58.00	£58.00	<input type="text"/>	<input type="text"/>
Production Waste - 240 Litre Raw Meat Waste Bin	EA	£74.50	£74.50	<input type="text"/>	<input type="text"/>
Production Waste - 1200 Litre Euro Bin	EA	£125.60	£125.60	<input type="text"/>	<input type="text"/>
Production Waste - 120 Litre Lockable Bin	EA	£12.75	£12.75	<input type="text"/>	<input type="text"/>
Clinical Waste - 5 Litre Clinical Waste Bin	EA	£41.50	£41.50	<input type="text"/>	<input type="text"/>
				<b>Total</b>	<input type="text"/>

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## foodtoyou

### IMPORTANT INFORMATION

Foodtoyou opening hours 08:00 until 1 hour before exhibition closes.

Delivery time slots: 0830-0930 / 0930-1030 / 1030-1130 / 1130-1230 / 1230-1330 from 1330hrs hourly delivery slots will continue.

Please note:

A minimum order value of £15.00 applies on ALL food & beverage or catering equipment orders (including top up orders on site). Cancellations or part cancellations to your order will not be permitted within 5 days of your exhibition (see 2.5 /2.6 in our standard T's & C's).

Food orders must be placed by 11:00hrs, 24 hours in advance i.e. placed at 10:30am for 12:00pm delivery the next day.

All food items subject to availability, any item that is unavailable we will try to replace with a suitable alternative.

All drinks, snacks, disposables and hire equipment can be ordered anytime during Foodtoyou opening hours.

Drinks will normally be delivered at an ambient temperature.

All prices are subject to VAT at the statutory rate (\*\*denotes tax exempt product) Price and products are subject to change.

\*\* Items are not subject to VAT

# Items require a bottle opener

Where possible, we are aiming to avoid products containing genetically modified soya, maize, flavourings and additives. However, some food may still contain such ingredients. Please inform us if you have any particular requirements.

Some of the menu items may contain nuts, seeds and other allergens. There may be a risk that traces of these could be in any other dish or food served within the venue. We understand the dangers to those with severe allergies.

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<u>Food</u>	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Picnic bag selection x 5 bags	EA £32.95	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assorted Afternoon Teacake Platter x 24	PLA £28.25	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assorted Savoury Platter x 20 Pieces	PLA £24.25	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Crunchy Vegetable Crudite Snack Platter with Humous	PLA £23.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mini Dessert Selection Platter x 36 Pieces	PLA £30.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mini Pastry Platter, x 12 Pieces	PLA £17.25	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Platter of Mini Muffins x 20 Pieces	PLA £14.95	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fruit Platter sliced into approx. 36 pieces	PLA £23.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mixed Sandwich Platter x 5 Sandwiches cut into 20 quarters	PLA £24.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vegetarian Sandwich Platter x 5 cut into 20 quarters	PLA £20.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meat Sandwich Platter x 5 Sandwiches cut into 20 quarters	PLA £24.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assorted mini roll platter x 12 pieces	PLA £23.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mixed wrap platter x 16 pieces	PLA £23.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<u>Beers, Ciders &amp; Spirits</u>	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Cider Bulmers Original ml x 12	EA £36.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Heineken x 24	EA £46.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
John Smiths Extra Smooth 440ml Cans x 24	EA £42.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Kronenbourg , 275ml x 24	EA	£46.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sol 330ml x 24	EA	£46.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gordon`s Gin, 70cl	EA	£28.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bacardi Rum,70cl	EA	£28.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smirnoff Vodka, 70cl	BTL	£28.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bells Whisky, 70cl	EA	£28.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martell Brandy, 70cl	EA	£31.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kronenbourg, 275ml x 12	C12	£27.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heineken 330ml x 12	C12	£29.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sol 330ml bottle, x 12	C12	£29.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

**Wines, Sparkling Wines & Champagnes**

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Argentinian Carelli Chardonnay Torrentes	BTL £16.78	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Argentinian Carelli Zonda Malbec	BTL £16.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chilean Magna Carta Merlot	BTL £10.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chilean Magna Carta Rose	BTL £10.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chilean Magna Carta Sauvignon Blanc	BTL £10.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italian Nero de Avola 2012 Terre Sicilliane Saracena	BTL £13.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italian Pinot Grigio delle Venezie	BTL £13.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lanson Black Label.	BTL £35.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prosecco Brut Lamberti	BTL £18.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

**Soft Drinks**

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Coca Cola, 500ml, x 12	EA £19.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coca Cola, 500ml, x 24	EA £29.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diet Coke 500ml x 12	EA £19.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diet Coke 500ml x 24	C24 £29.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fanta 500ml x12	C12 £19.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice, bag, 12kg	EA £15.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice, bag, 4kg	EA £7.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innocent Smooth Orange juice x 8	EA £13.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orange juice UHT litre	LTR £3.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sparkling mineral water 500 ml, x 12	EA £13.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sparkling mineral water, 500 ml x 24	EA £24.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sparkling mineral water, 750 ml	BTL £2.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sprite 500ml x 12	EA £19.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Still mineral water 500 ml, x 12	EA	£13.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Still mineral water, 500 ml x 24	EA	£24.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Still mineral water, 750 ml	BTL	£2.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WaterButt 18.9ltr & 100 cups	EA	£26.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

**Hot Drinks & Snacks**

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Sweet biscuits, 1KG **	EA	£12.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traditional Assorted Biscuits 800g **	EA	£13.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fair-trade teabags, x 100 **	EA	£7.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nescafe coffee x 250g **	EA	£13.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MADE Ground coffee, x 2 x 210g **	EA	£9.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White sugar sticks, x 100 **	EA	£3.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brown sugar sticks, x 100 **	EA	£3.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UHT milk portions, box x 120 **	EA	£9.05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fresh milk, 2 litres **	EA	£3.85	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corkers Crisps Assorted Flavours 40g x 6	EA	£5.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corkers Sea Salted crisps, 40g x 6	EA	£5.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheddars Mini 50g x 6	POR	£5.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salted peanuts 50g x 6	EA	£5.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dry Roasted Peanuts, 50g x 6	EA	£5.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 litre flask of coffee, plus supplies - approx 20 cups	EA	£35.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 litre flask of tea, plus supplies - approx 20 cups (hot water & tea bags supplied)	EA	£35.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

**Equipment**

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Ice Container- Holds 12KG	EA	£15.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coffee percolator (8-10 cups) 1kw	EA	£24.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kettle 2.2kw	EA	£14.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water cooler, water and cups 600w.	EA	£82.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sugar bowl	EA	£2.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milk jug	EA	£2.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cups and saucers, x 5	EA	£9.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaspoons, x 5	EA	£2.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oval plates, x 5	EA	£3.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glass jug	EA	£3.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Champagne Glass, x 5	EA	£4.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wine glass, x 5	EA	£4.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Tall glass, x 5	EA	£4.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thermal ice bucket with tongs	EA	£4.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wine Cooler / Champagne Bucket	EA	£4.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water carrier, 5ltr	EA	£3.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

**Disposables**

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Hot drinks cups, x 25	EA £5.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snack Bowl x 4	EA £3.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Cooler cups x 100	EA £5.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold Drink Glasses x 50 (also suitable for wine/spirits)	EA £5.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tall glasses half pint, x 50	EA £5.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Champagne glasses, x 10	EA £6.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wooden stirrers, x 1000	EA £7.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plastic teaspoons, x 10	EA £1.20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White serviettes, x 100	EA £4.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable Paper Plates x 25	EA £4.20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable Wine Glass x10	EA £6.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

**Cleaning**

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Blue paper roll, 150mm x 180mm	EA £5.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glass cleaner, 750ml	EA £4.05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi surface cleaner, 750ml	EA £5.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washing up liquid, 1ltr	EA £3.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washing up bowl, round	EA £3.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rubber gloves	EA £1.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tea towel	EA £1.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wipe cloths x 6	EA £1.90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refuse sacks, x 10	EA £2.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

**Hygiene Packages**

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Hygiene Package 1 (antibacterial handgel, 1 boxes of powder free latex gloves)	EA £19.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hygiene Package 2 (sanitise spray and 1 blue hygiene roll)	EA £10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hygiene Package 3 (handwash basin, liquid soap and 1 blue hygiene roll)	EA £190.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hygiene Package 4 (1 calibrated temperature probe, 100 antibacterial probe wipes)	EA £29.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Hygiene Complete Package 5 (contains all items in packages 1-4)  
 Hygiene Optional Extra (antibacterial wipes for surfaces and utensils)

EA £230.00

EA £25.95

Date:

**No Fuss Packages**

**Price**

**Time Slot**

**Sun**

**Mon**

**Tue**

**Wed**

**Thu**

**Fri**

**Sat**

Afternoon Tea Package

POR £65.00

Package consists of:  
 Mixed Sandwich Platter  
 Mini Assorted Sweet Platter  
 Flask of Tea  
 Flask of Coffee

Breakfast Package

POR £50.00

Package consists of:  
 Mini Muffin Platter  
 Danish Pastry Platter  
 Innocent Orange Juice x8  
 Flask of Tea  
 Flask of Coffee  
 Plastic Tumblers x 15

Feed the Troops Package

POR £40.00

Package consists of :  
 Mixed Sandwich Platter  
 Mini Muffin Platter  
 Assorted Tyrells x6  
 Still Water 500ml x12

Hot Drink Starter Package

POR £70.00

Package consists of:  
 Tea Bags x100  
 Instant Coffee x250g  
 Hot Choc Sachet x 10  
 Hot Drink Cups (25) x5  
 White Sugar (100) x2  
 Milk Portions (120) x2  
 Wooden Stirrers  
 Kettle Hire

No Fuss Networking Package

EA £100.00

Package consists of:  
 Meat Sandwich Platter  
 Vegetarian Sandwich Platter  
 Assorted Savoury Platter  
 Mini Muffin Platter  
 Handmade Biscuits  
 Innocent Orange Juice x8  
 Still Water 500ml x12

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#### STANDARD TERMS AND CONDITIONS

- 1.1 The definitions in this clause apply in the terms and conditions set out in the Agreement as follows: "Customer" (including any reference to "you" or "your") shall mean the Customer as set out in the Order; "Customer Address": shall mean the address of the Customer as set out in the Order; "Deliverables" shall mean the items that NEC shall provide to the Customer in accordance with the provision of the Services; "Equipment" shall mean any and all equipment, including related boxes, racks or cartons that are hired or lent to the Customer in relation to the provision of the Services; "Event" shall mean any form of concert, show or event held at any of the venues of the NEC; "Exhibitor Manual" shall mean the manual made available to the Customer by NEC in either hard copy or electronic format in relation to the Event at which they are staging an exhibition; "Licence Period" shall mean the build-up period, the opening hours and the dismantling period of the Event; "NEC" (including any reference to "us", "we" or "our") shall mean The National Exhibition Centre Limited; "Order" shall mean the Customer's request for Services and related information, as set out in the Order Form or as provided by telephone; "Order Form" shall mean the completed order form provided as provided to the NEC by the Customer; "Price List" shall mean the price list in relation to the Services available at the time of request of Services by the Customer; "Services" shall mean the services that NEC shall provide to the Customer as detailed in the Order Confirmation.
- 2.1 These Standard Terms and Conditions together with the Order, Order Confirmation and the Exhibitor Manual shall set out the whole agreement between the Customer and the NEC for the provision of Services ("the Agreement") and shall be binding on both NEC and the Customer. Any variation of the Agreement must be in writing and signed by both Parties.
- 2.2 Any samples, drawings, descriptions or advertising that NEC issues and any descriptions or illustrations provided by NEC are done so solely to provide the Customer with an approximate idea of the Services they describe. They do not form part of the Agreement between the Customer and NEC or any other contract between the Customer and NEC for the provision of Services. All intellectual property rights in such information shall remain the property of NEC.
- 2.3 The Order is an offer by the Customer to enter into a binding contract, which NEC are free to accept or decline in its absolute discretion.
- 2.4 The Agreement shall become binding on the Customer and NEC upon the taking of payment by NEC further to which the NEC shall issue the Customer with written confirmation of the Order together with an invoice ("Order Confirmation") which shall include an order number which the Customer shall quote in all subsequent correspondence.
- 2.5 Agreement during the seven (7) day period following the date of issue of the Order Confirmation (providing that such period ends before the commencement of the Licence Period) ("Cancellation Period") and shall be entitled to a refund. For the avoidance of doubt the Cancellation Period shall not apply where an Order is placed less than 7 full days before the commencement of the Licence Period.
- 2.6 If the Customer cancels an Order after the expiry of the Cancellation Period, the Customer shall be liable to pay the full amount of monies due in respect of such Order if written cancellation of such is received by the NEC less than 5 full working days prior to the beginning of the Licence Period of an Event. If notice of cancellation is received by the NEC at least 6 full working days before the start of a Licence Period, the Customer shall be entitled to receive a refund of 50% of monies paid or payable to NEC in relation to Services initially ordered.
- 2.7 NEC have the right to revise and amend these terms from time to time. The Customer will be subject to the terms and policies applicable at the date the NEC provides an Order Confirmation, unless any change to those policies or these terms is required by law, government or regulatory authority (in which case, such changes shall apply to Orders that the Customer has placed, but that NEC has not yet fulfilled).
- 3.1 All Equipment provided to the Customer in the provision of the Services by NEC shall remain the property of NEC and no title shall pass to the Customer. Notwithstanding the above, once installation of the Equipment has taken place, the Equipment shall be deemed to be within the Customer's control and responsibility and shall be at the Customer's sole risk until collected and control re-taken by the NEC. The Customer shall indemnify NEC for any loss or damage to the Equipment and any other property of NEC during the period of Customer's control and responsibility and shall insure the Equipment up to its full replacement value.
- 3.2 NEC's written permission and in any event NEC shall not be liable to the Customer in any way for any damage, expense, claim, cost or loss (whether direct or indirect) suffered or borne by the Customer, caused or arising out of the Customer using their own equipment on NEC's network.
- 3.3 The Customer shall indemnify NEC against all actions, demands, costs, charges, liability and any other proceedings whatsoever, suffered or borne by NEC arising out of or caused by the Customer using its own equipment on the NEC's network.
- 4.1 All Equipment shall remain the property of NEC and the period of hire shall be for a maximum period of the Licence Period.
- 4.2 The Customer warrants that the person designated to take delivery of Equipment and Deliverables has the Customer's authority to do so.
- 4.3 Where the Customer hires Equipment as part of the requested Services, it shall, together with payment for the Services make payment of a refundable security equal to the replacement cost of the Equipment ("Deposit").
- 4.4 The Deposit shall be repaid to the Customer further to all other monies owing to NEC being paid and also further to the satisfaction of NEC that the Equipment has been returned in satisfactory condition. If the Equipment is not returned in a satisfactory condition, the Customer shall without prejudice to any other right or remedy of NEC pay a charge equal to the cost of cleaning, repairing, reconditioning or replacement as NEC considers necessary. For the avoidance of doubt, NEC may retain such part of the Deposit that is equal to the costs of restoration or replacement of the Equipment.
- 4.5 The Customer undertakes to comply with all safety instructions in relation to the Equipment and to comply with all health and safety requirements as directed by NEC.
- 5.1 The price of the Services (exclusive of VAT) shall be as set out in the Price List as referred in the Order.
- 5.2 All quotations or estimates provided to the Customer are done so solely as an indication of costs and shall not be binding upon NEC. Estimates are based on the costs of material, labour and transport as at the date of the giving of the estimate and if between that date and the giving of a Confirmation Order by NEC, the price of such Services increases, then the costs of the Services shall be amended to provide for such variations.
- 5.3 The prices as set out in the Price List are based on the current cost of materials, labour and other charges made to the NEC and NEC reserves the right to adjust the Price List where necessary to reflect any changes to these costs/charges and any alteration to the rates of VAT or statutory regulations. For the avoidance of doubt the price of Services shall be as set out in the Price List in force at the time of issue of an Order Confirmation.
- 5.4 Payment for all Services shall be made in advance of the Services being provided (unless agreed otherwise by both Parties in writing) by either:  
i) credit or debit card: NEC accepts payment with Mastercard, Visa, Electron, Visa Debit, Solo, Maestro, American Express; or  
ii) cheque made payable to "National Exhibition Centre Ltd". NEC shall not enter into a binding contract with the Customer until it has received cleared funds further to which it shall issue the Order Confirmation. The cheque shall be cashed by NEC within 10 working days of the date of receipt of such cheque. The date of receipt of a cheque shall be marked as the date "payment taken" on invoices provided to the Customer.
- 5.5 NEC reserves the right not to process an Order until full payment for the requested Services has been received and in all cases where an Order is received during the build-up period of an Event.
- 5.6 If NEC provides Services prior to the receipt of payment, NEC reserves the right, where payment has not been made by the Customer, to suspend or disconnect the Services and recover its Equipment so far provided, until payment is made in full by the Customer to the NEC. This clause does not affect the right of NEC to make a charge for the Services and Equipment provided to the Customer up to the aforementioned suspension disconnection or repossession. Such a charge may also include the right of NEC to claim any loss that it has sustained.
- 5.7 If the Customer requires additional Services to be provided and such is requested whilst the Customer is on-site ("On-site Additional Services"), the provision of such shall be at an additional charge and wholly at the discretion of NEC. Payment for On-site Additional Services shall be made immediately by credit or debit card unless otherwise agreed in writing between the Parties.
- 5.8 Orders received or amended during the Licence Period may not be fulfilled until after completion of other order requests received prior to that date. Orders requested during the Licence Period shall be subject to a 40% surcharge and such requested orders shall be accepted at the entire discretion of NEC.
- 5.9 If the Customer does not make any payment to NEC when due, NEC may charge interest to the Customer on any outstanding amount at the rate of 4% a year above the base lending rate of National Westminster Bank plc from time to time. This interest shall accrue daily from the due date until the date of actual payment of outstanding amounts, whether before or after judgment, such interest to be paid together with the outstanding amount.
- 5.10 Without limiting any other remedies or rights that NEC may have, if the Customer does not pay any monies when due, NEC may cancel or suspend any other outstanding Order until payment of outstanding amounts is made in full.
- 6.1 The liability of NEC and its employees, agents or contractors in respect of damage to property shall be limited to the level of public liability insurance that the NEC is obliged to maintain under its agreement with the organiser of the Event.
- 6.2 NEC shall not be liable in any way whatsoever for any damage, loss (whether direct or indirect) or cost of any kind suffered or borne by the Customer where arising out of delay or failure to deliver the Services, Deliverables or any Equipment.
- 6.3 NEC shall in no way be liable for any direct, consequential or indirect loss suffered by the Customer howsoever caused.
- 6.4 The Customer shall indemnify NEC against all actions, demands, claims, expenses, compensation, costs, charges, liability and any other proceedings whatsoever, suffered or borne by NEC arising from the negligence of the Customer, the Customer's failure to comply with this Agreement or any other conduct of the Customer connected with this Agreement.
- 6.5 This clause does not include or limit in any way either Party's liability for: i) death or personal injury caused by our negligence; or ii) fraud or fraudulent misrepresentation; or iii) any breach of the obligations implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982; or iv) losses for which it is prohibited by section 7 of the Consumer Protection Act 1987 to limit liability; or v) any other matter for which it would be illegal or unlawful for us to exclude or attempt to exclude our liability.
- 7.1 NEC will not be liable for any failure or delay in performing any of its obligations under this Agreement that is caused by events outside its reasonable control ("a Force Majeure Event") or shortages of labour or materials (together, "Shortages")
- 7.2 A Force Majeure Event includes any act, event, non-occurrence, omission or accident beyond NEC's reasonable control and includes, in particular (without limitation), the following: i) strikes, lock-outs or other industrial action; or ii) civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war; or iii) fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster; or iv) impossibility of the use of railways, shipping, aircraft, motor transport or other means of public or private transport; or v) impossibility of the use of public or private telecommunications networks.
- 7.3 NEC's obligations under this Agreement shall be suspended for the duration of the Force Majeure Event or Shortage and NEC shall have an extension of time to perform these obligations for the duration of that period. NEC will take reasonable steps to bring the Force Majeure Event or Shortage to an end or to find a solution by which NEC's obligations under this Agreement can be performed despite the Force Majeure Event or Shortage.
- 7.4 Upon the occurrence of a Force Majeure Event or Shortage, the Customer's rights shall be limited so that it shall only be entitled to a refund in respect of such proportion of Services that are incapable of delivery due to such.
- 7.5 NEC observes the conditions imposed by local authorities in respect of any Event and these conditions shall also be binding upon the Customer.
- 8 The Customer may not transfer any of its rights or obligations under the Agreement to any third party without the prior written consent of NEC. NEC may transfer all or any of its rights and obligations under this Agreement to another organisation, but this will not affect the Customer's rights under this Agreement.
- 9 All notices sent by the Customer to NEC must be sent to Legal Services, The National Exhibition Centre, Birmingham, B40 1NT. NEC may give notice to the Customer at the Customer Address as set out in the Order. Notice will be deemed received and properly served three days after the date of posting of any letter. In proving the service of any notice, it will be sufficient to prove, in the case of a letter, that the letter was properly addressed, stamped and placed in the post.
- 10.1 If any court or competent authority decides that any of the provisions of these terms and conditions are invalid, unlawful or unenforceable to any extent, the term will, to that extent only, be severed from the remaining terms, which will continue to be valid to the fullest extent permitted by law.
- 10.2 If, at any time, there is any discrepancy between the Standard Terms and Conditions provided together with the Order and the Standard Terms and Conditions as provided on the website of NEC, the Standard Terms and Conditions as set out on such website at the time the parties enter into the Agreement shall prevail.
- 10.3 It is hereby agreed and declared that NEC is contracting as managing agent of Birmingham City Council ("the Council") and that all rights and obligations of NEC hereunder shall be enforceable by and against the Council accordingly. NEC represents and warrants that it has full power and authority to enter into this Agreement on behalf of the Council and is authorised to accept services of all notices and proceedings arising hereunder.
- 10.4 If NEC fails, at any time whilst this Agreement is in force, to insist that the Customer performs any of the Customer's obligations under this Agreement or if NEC does not exercise any of its rights or remedies under this Agreement that will not mean that NEC has waived such rights or remedies and will not mean that the Customer does not have to comply with those obligations. If NEC does waive a default by the Customer, that will not mean that NEC will automatically waive any subsequent default by the Customer. No waiver by NEC of any provision of this Agreement shall be effective unless NEC expressly says that it is a waiver and NEC tells the Customer so in writing.
- 10.5 A person who is not party to this Agreement shall not have any rights under or in connection with it under the Contracts (Rights of Third Parties) Act 1999.
- 10.6 This Agreement shall be governed by English law and the Parties agree to the non-exclusive jurisdiction of the English courts.

**BUILDING AND AERIAL SERVICES:** SPECIFIC CONDITIONS (which shall be included as part of the Standard Terms and Conditions)



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For the purposes of the provision of Building and Aerial Services the Customer agrees and acknowledges that:

- 1.1 All floor fixings are of bolt type which allows for the supply of the bolt, fixing with plant in position and restoration of the floor at the end of the Event only. It is the responsibility of the Customer to carry appropriate tools to remove all bolts at the end of the Event. The floor fixing is not suitable for up thrust or pull out loads without provision of an appropriate anchor block. Standard fixings allow for bolts up to 75mm above floor for 8 and 10mm diameter and up to 150mm above floor, for all others. Longer bolts will incur further charges.
- 1.2 Floor pockets allow for cutting out of the pocket, concreting in of the required item, removal and restoration of the floor at the end of the Event.
- 1.3 Floor chases allow for cutting out of the chase for installation and burial of Customer's cable or pipe, which is screened with a lightweight cover for the Open Period which is removed at the end of the event and the floor is restored.
- 1.4 Entry to Service Duct allows for cutting hole in the concrete wall of service duct to be made for installation of the Customer's pipe or cable and removal and restoration of duct at the end of the Event. This Service is only permitted for duct crossing where chases are employed.
- 1.5 Painting of Stand Areas allows for painting of exhibition stand with one coat of approved floor paint. Where paint other than black is used the Customer must allow for repainting of the floor black at the end of Event. A minimum of 12 hours painting and drying time is required with a minimum of 24 hours notice of the commencement of the Opening.
- 1.6 Television and Radio Aerials allows for the installation, maintenance and removal of an aerial cable which terminates in a standard plug and a single connection on the stand. These items are supplied as single outputs only. Distribution on stands to be our/your nominated contractor when required.

#### EVENT IT

For the purposes of the provision of Event IT Services the Customer agrees and acknowledges that:

- 2.1 All call charges incurred by the Customer will be passed on in full to the Customer and shall be payable within 14 days of demand. All quoted prices exclude the cost of electricity used, which shall be payable by the Customer in full to NEC.
- 2.2 NEC will provide information to the Customer concerning the network settings required within Microsoft Windows.
- 2.3 No other services will be permitted to be attached to services provided without the written approval of NEC. Only BAPT approved apparatus can be connected directly to telecommunications circuits.

#### PIPEWORK/MECHANICAL MAINS

- 3.1 Pipework mains services include the installation, maintenance and removal of a supply pipe (and drain for water and waste), which terminates in a stopcock and one connection to the Equipment requiring the Service at a position on the stand as indicated on the customer's dimensional drawing. The main is not metered and the price includes the cost of water, air or gas used.
- 3.2 Additional connections off standard mains are only applicable at the price as set out on the Price List price where due consideration has been given to:
  - i) Length of pipe work runs (Normally 3m max); and
  - ii) Safety of pipe work routing; and iii) Total capacity rating of standard main; and iv) Pressure drop limitation; and v) Waste systems generally limited to use on double units only.

#### CATERING SERVICES

In the event that NEC agrees to provide an account facility to the Customer, the Agreement shall include a catering account form ("Catering Account Form") as provided to NEC by the Customer.

#### TECHNICAL OPERATIONS

All Technical Operations Services shall be provided in accordance with "No 9 GUIDANCE NOTE – NEC 'SAFE EXHIBITION' PROCESS" which outlines the current practice and assessment of competency for riggers carrying out work at NEC venues. This shall be applied in conjunction with the "NEC Group Rigging Code of Practice" and any other relevant health and safety practices and legislation.

#### CCTV CAMERAS TO STANDS

- 4 If the order involves the provision of CCTV cameras (the "Camera(s)") the following additional terms and conditions shall apply:
  - 4.1 In this clause 4 "Build Period" means the period during which the Exhibition is being built; "Break Period" means the period during which the Exhibition is being dismantled and "Open Period" means the period between the end of the Build Period and commencement of the Break Period.
  - 4.2 You shall submit a Service Location Plan (the "Plan") which clearly shows the location on your stand where you want the Camera(s) installed on or by the date specified by us.
  - 4.3 The Camera(s) will be installed as near as possible to the Camera locations marked on the Plan you submit. During the Build Period We shall agree with You the specific location on Your stand at which the Camera(s) will be installed.
  - 4.4 We do not guarantee that the Camera(s) installed will provide full coverage of Your stand or that they will record footage of all incidents that occur on Your stand as many factors including the location of banners or displays on your stand can limit the coverage which our Camera(s) provide. We will however show You or an available representative at the stand at time of installation, the available field of view once the Camera(s) are installed.
  - 4.5 The CCTV Camera(s) will be operational from the time of installation until commencement of the Break Period unless otherwise agreed in writing in advance.
  - 4.6 You acknowledge and agree that We will not continuously monitor the CCTV footage recorded by the Camera(s) (the "Footage").
  - 4.7 At times when the Exhibition is closed to both visitors and exhibitors during both the Build Period after installation and the Open Period the Camera(s) will only record footage when they are activated by their motion detectors.
  - 4.8 We will store Footage for a maximum period of 31 days after which the Footage will be automatically deleted unless it is required to deal with an on-going investigation or subject access request under the Data Protection Act 1998 the "1998 Act". We reserve the right to delete the Footage after a shorter period where this is required for operational reasons.
  - 4.9 Subject to Clause 4.12, both parties acknowledge and agree that for the purposes of the 1998 Act, We are the sole data controller of any Footage.
  - 4.10 We will provide You with notice(s) that state CCTV surveillance is taking place on Your stand. You agree to position these notice(s) on Your stand so it/they are clearly visible to individuals being recorded by the Cameras. Where these notice(s) are not clearly visible we reserve the right to reposition them or to cease recording without liability to you.
  - 4.11 You acknowledge and agree that You do not have an automatic right to view Footage and that You will only be entitled to access to Footage where (a) You require the Footage for the detection of a crime or for the investigation of a health and/or safety incident and (b) releasing the Footage to You in our reasonable opinion does not breach the data protection principles set out in the 1998 Act.
  - 4.12 Where a copy of Footage ("Copy") is released to You, You shall become the data controller of that Copy and shall be responsible for ensuring that the Copy is used and stored in a manner that complies with the 1998 Act.
  - 4.13 Under the 1998 Act, We may be required to provide access/copies of the Footage to third parties including but not limited to the police or individuals recorded by the Camera(s). You acknowledge and agree that We may provide Footage to third parties in such instances without obtaining Your consent.
  - 4.14 Where You receive a written or oral request to view Footage recorded on the Camera(s) on Your stand You will immediately notify Us of this request and provide Us with such information as We reasonable require in respect of the request.

VAT Reg No: 670 3116 63

The NEC, Genting Arena, Barclaycard Arena and The ICC are part of the National Exhibition Centre Limited.  
Registered Office: The National Exhibition Centre Ltd, The National Exhibition Centre, Birmingham B40 1NT (registered in England, number 979395).



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<b>Contact Details ( Please Complete in BOLD Print )</b>			
<b>Name of Exhibition</b>		<b>Hall No.</b>	<b>Stand No.</b>
<b>Company Name</b>		<b>Stand Name</b>	
<b>Address</b>			
<b>Address</b>			
<b>Postcode</b>		<b>Website</b>	
<b>Company Tel No</b>		<b>Company Fax No</b>	
<b>Order contact email</b>			
<b>Order Contact Name</b>		<b>Order Contact Number</b>	
<b>VatCode</b>		<b>Position in Company</b>	
<b>Onsite Contact Name</b>		<b>Onsite Contact Number</b>	
<b>Order Summary</b>			
<b>Event IT</b>		<b>£</b>	
<b>Main Services</b>		<b>£</b>	
<b>NEC Security</b>		<b>£</b>	
<b>Health and Safety</b>		<b>£</b>	
<b>Trades</b>		<b>£</b>	
<b>FoodToYou</b>		<b>£</b>	
<b>Total</b>		<b>£</b>	
<b>Surcharges</b>		<b>£</b>	
<b>VAT ( Prevailing Rate )</b>		<b>£</b>	
<b>Grand Total</b>		<b>£</b>	



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### Use Of Your Information

The National Exhibition Centre will hold and process your contact details on our database and may use to provide details of services, products, events or offers that we feel may be of interest to you. We may make this information available to carefully selected third parties who may contact you with further information of their services, products, events or offers. Please indicate within the following if you do not wish to receive information from:

NEC  Selected 3rd parties

Please indicate your preferred contact method: Email  Telephone

### Help Us To Help You

The NEC is committed to making it as easy as possible for our customers to order products and services from us. In order to help us achieve this more effectively please tell us where you heard about the products and services we offer:

Previous Visitor  NEC Website  Organiser Website  On-line Manual   
 Exhibitor Manual  Recommendation  Telephone Enquiry  Email Enquiry

Are there any other products or services that you would like us to provide :

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Should you have any further information that you wish to give us please email : [exhibitorfeedback@necgroup.co.uk](mailto:exhibitorfeedback@necgroup.co.uk)

### Signature

The signatory declares that he/she has read and accepts the Standard Terms and Conditions and is duly authorised by the Customer to bind the Customer and make it subject to the rights and obligations as set out in this Agreement. Please indicate to confirm

Signature: ..... Print Name: ..... Date:.....

### Payment Details

The Customer confirms that if it incurs call charges or fails to return any Equipment, the NEC may take payment in relation to such in accordance with the Standard Terms and Conditions using the payment method and details provided above.

Payment Method (please Indicate below)		Total Value Of Order (inc VAT)	£	
Cheque (to be made payable to "The National Exhibition Centre Limited.")		Credit/Debit Card:		
Card Holders Name:		Start Date:		/
Issue number:		Expiry Date:		/
Card Number:				
Security Code (the last three digits on the back of the debit/credit card)		Please tick to authorise payment using the credit/debit card details provided.		

