




## Internet Order Form

Manchester Central is a fully  enabled venue

### *Northern Restaurant and Bar 2012*

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

**To avoid late fees please ensure completed forms are e-mailed to [computerservices@manchestercentral.co.uk](mailto:computerservices@manchestercentral.co.uk) by 24<sup>th</sup> February 2012**

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

Stand Details	
<b>Stand Name:</b> <i>(if applicable)</i>	<b>Stand No/Location:</b>
<b>Contact Name:</b>	
<b>Contact Email:</b>	

Standard Internet Connectivity	Suitable for exhibitors/organisers requiring a permanent internet connection with specifically allocated bandwidth for the duration of an event. One internet connection can <u>not</u> be split between rooms/stands.
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	Standard Rate <i>(Per Event)</i>	Late Orders** <i>(Per Event)</i>	Quantity	Total (£)
Standard Internet Connection (one wireless device*) - Up to 2Mbps download/512Kbps upload	£220	£300	1	
Additional Connections/Devices	+ £50	+ £80		
Hardwired Connections (in addition to standard internet connection fee). <b>Wireless routers must not be used without contacting Computer Services first</b>	+ £80	+ £120		

\*Routers and switches are not classed as devices.

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

SUB TOTAL

VAT

TOTAL

TOTAL + 2.5%  
Credit Card Surcharge

Invoice Contact Details		Please ensure <b>all</b> fields are completed to avoid delays with your order	
<b>Title:</b>	<b>Forename:</b>	<b>Surname:</b>	
<b>Company Name:</b>			
<b>Invoice Address:</b>			
<b>Country:</b>			
<b>Postal Code:</b>			
<b>Telephone:</b>		<b>Fax:</b>	
<b>Email:</b>			

Payment Details																			
<input type="checkbox"/>	<b>Credit/Debit Card Number</b> Credit cards are subject to a 2.5% surcharge <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>																		
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<input type="checkbox"/>	<b>BACS Transfer</b> Allow 7 working days (preferred) <i>BACS can only be accepted up to two days prior to the start of the event.</i>	<b>Account Name:</b> Manchester Central Convention Complex Ltd Allied Irish Bank Charlotte Street Manchester Sort Code: 23-83-96    Account No: 03218086																	
NB. You are responsible for international transfer charges Any unpaid balance will be debited from your account																			

<b>Standard Terms:</b> <ul style="list-style-type: none"> <li>All orders are subject to confirmation.</li> <li>All orders will only be accepted if received with full payment inclusive of VAT before event tenancy and on strict understanding that Manchester Central's terms and conditions apply.</li> <li>Availability of connectivity and associated packages cannot be guaranteed unless orders are received at least 14 days before event tenancy.</li> <li>Cancellations will ONLY be refunded if written notice is received not less than 14 days prior to set up date.</li> <li>Manchester Central does not accept any liability for any expense incurred should customers decide to pre-configure their equipment or stand before receipt of goods or authorised technical information.</li> <li>On receipt of all hire equipment the customer accepts full liability for loss or damage. Damage to equipment (including hard wires) will incur an additional cost.</li> <li>This document forms an agreement with Manchester Central for services &amp; equipment to be in place at the start time of the first open day of the event, not before. We will, however, endeavour to complete installation one day before wherever possible.</li> <li>All connections are provided through the Manchester Central wireless network unless otherwise stated.</li> <li>All internet services are for connection only.</li> <li>Unless arranged in advance, connectivity will be provided at least one hour before the commencement of an exhibition/conference.</li> <li>Standard working hours are 8.30am to 5.00pm.</li> <li>Power Distribution is NOT included and should be ordered from our approved contractor.</li> <li>Where hardwires have been ordered, we will place them in the nearest floor duct to your stand with some excess length. It is up to your stand builder to route the wire to the desired location.</li> <li>Manchester Central staff should be informed immediately of any technical difficulties when attempting to access the internet facilities. Failure to do so will mean that a refund is not possible.</li> <li>Our VAT Registration number is 864 4481 02</li> <li>Wireless routers must not be used without contacting Computer Services department prior to the start of the event. Any wireless router deemed to be causing interference with our equipment will be disconnected and a refund will not be possible.</li> </ul>
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