

The exclusive Telecoms supplier for your exhibition

Show name: **Landlord & Letting Show - Barbican Exhibition Hall 2**

Stand name: _____ Stand No: _____

Show dates: **13th/14th March 2012** Please return this form by: **1st March 2012**



Aztec Event Services Ltd
 Units 1-2, Falcon Business Centre
 14 Wandle Way, Mitcham
 Surrey, CR4 4FG
 Email: sales@aztecuk.com
 Tel: 020 7803 4000 Fax: 020 7100 1609

On site orders will be subject to feasibility and a 20% surcharge on the standard rates.

BOOKING FORM

Product	Unit	Standard Rates	Quantity	Total
Internet				
Shared Internet access for 1 PC/Laptop with 1 IP Address. Requires a network card with RJ45 connection.	Shared	£250		
Additional Connections per IP Address.	Per Address	£50		
10/100Mbs Network Switch for additional Connections.	Per Unit	£48		
Wireless Internet Connections.	Per Computer	£100		
Telephones				
VoIP Telephone Line with Handset and regional telephone number. For Telephone only.	Per Line/Unit	£150		
Analogue Line for PDQ or Fax (Must be ordered at least 5 days before event)	Per Line/Unit	POA		
Computers & Internet Kiosks				
Laptop/PC with a Shared Internet Connection.	Per Event	£370		
Internet Kiosk with a Shared Internet Connection.	Per Event	£500		
		Sub Total		
		VAT 20.0%		
		TOTAL		

Stand location and layout

BACK

FRONT

Please indicate the required position for the services on the diagram opposite, so that Aztec can ensure any cables are brought to the nearest possible point (or supply your own drawing).

NOTE: 5m to 10m of cable will be provided to the nearest possible position before your stand is built.

If applicable, please instruct your stand builder to route the cabling through any stand construction to your point of service.

Please indicate type of stand: Stand contains platform
 Stand is space only
 Stand is shell scheme

Important Notice

Exhibitors own wireless networks are permitted within the Barbican Exhibition Halls.

Please be aware that WIFI connections are not guaranteed due to the structure of the building.

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Exhibitor Details - Company Name: _____

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

Telephone: _____ Fax: _____ Mobile: _____

Invoice Address: _____

Postcode: _____ Country: _____

For BACS Transfers our Bank Details:

Acc. Number: 57569479
Sort Code: 60-14-31
SWIFT Code: NWBKGB2L
IBAN Number: GB11 NWBK 6014 31 57569479
Name: Aztec Event Services Ltd.

Bank Address: Nat West ,
Mitcham Branch
282 London Road.
Mitcham.
Surrey, CR4 2ZP

Payment Details: Cheque Credit/Debit Card

Cheques must be crossed and made payable to Aztec Event Services

Please circle Visa / MasterCard / AMEX / Maestro

Card Number: _____

Start Date: _____ Expiry Date: _____

Issue Number: _____ Security Number: _____

Cardholder Name: _____

Cardholder Signature: _____

Address: _____

Contact Number: _____

Please note that your booking is subject to the Aztec Telecoms Terms and Conditions, Standard Terms and Conditions and the Aztec Computer Connection Policy and are available on request.

Summary of the Aztec Event Services Terms and Conditions

- Orders must be accompanied by full payment including VAT in Pound Sterling. Aztec reserves the right not to process any orders unless and until this condition is satisfied in full.
- If the Customer, for whatever reason, fails to pay any account once it has fallen due, Aztec reserves the right to suspend delivery of further products or the execution of further work to the Customer, without prejudice to any right to recover any costs sustained.
- Debit/Credit Cards details are required as security against any loss or damage to any equipment or additional telephone call charges.
- Power supply and power distribution are not provided by Aztec.
- If cancellation occurs within seven days preceding the proposed date of hire or provision of the services, the cancellation charge shall be an amount equivalent to 50% of the value of the order which would have been payable under the Contract. If cancellation occurs on the day or on the working day immediately preceding or at any time after the proposed commencement date of the hire or provision of Services the total of the hire charge and cost of Services which would have been payable under the contract shall be payable in full by the Customer.

Notes:

1. Included in the internet connections is one 10/100Mbps Ethernet connection over CAT5e copper cable with a male RJ45 presentation.
2. Aztec reserves the right to disallow connection to or remove from the network any computers/laptops that are either owned by the Customer or provided by a third party supplier that do not or cannot comply with the Aztec Connection Policy.
3. All anti-virus software must have the current updates installed before attempting to connect to the services provided by Aztec. Any breach will result in immediate disconnection. No notice or refunds will be given in such an event. You must also ensure that any wireless cards have the latest drivers installed to operate correctly with our wireless network.
4. Administer rights must be available for any equipment connected to the Aztec Network if set up is required.
5. Assurance will be charged at 13% of the rental prices for any hired equipment such as Laptops and Internet Kiosks.