

## Exhibitor IT Order Form

This form must be completed in full and returned with payment no later than 14 working days before the start of the tenancy. Any orders received after this time will be subject to a late order surcharge of 20%. Prices are valid from 01/01/17 – 31/12/17.

<b>Event Title:</b>			
<b>Event Date From:</b>		<b>To:</b>	
<b>Contact Name:</b>		<b>Contact No:</b>	
<b>Stand Name</b>		<b>Stand No:</b>	
<b>Email Address:</b>			

Prices shown are for the duration of the event (overleaf).



## Exhibitor IT Order Form (cont...)

	Price	Late Order Price	Quantity	Total
<b>Premium Wi-Fi Code</b> Single Device Use Only.	£195.00	£234.00		
<b>VoIP Phone</b> Price includes up to £10 in calls, all calls beyond this are charged at the standard network rate	£135.00	£162.00		
<b>PSTN Phone Connection</b> Suitable for Analogue Phones, Fax Machines, PDQs, etc. No Handsets provided.	£135.00	£162.00		
<b>ISDN Data Connection</b> Suitable for Radio Broadcasts and Specialised transmissions.	£230.00	£276.00		
<b>Wired Network Connection</b> Provides a Flexible Internet Connection. Single Device Use Only. Switches and Hotspots installed on the end of this are not supported and are not advised since they interfere with our infrastructure.	£195.00	£234.00		
<b>Wired Network Switch</b> Provides up to 8 Wired Network Connections from a single point. (This requires power at the switch location).	£400.00	£480.00		
<b>Wireless Network Hotspot</b> Provides up to 20 Wireless Network Connections from a single point.	£605.00	£726.00		
<b>All orders include on-site IT support</b>				
<b>(All prices are exclusive of VAT)</b>			<b>Total</b>	

### Please Note

The ACC Liverpool Group provides visitors with FREE Wi-Fi suitable for general browsing and email use. However, should you require an internet connection for any product demonstrations on your exhibition stand, we strongly recommend that you order a dedicated wired or wireless connection to ensure full, high speed coverage with technical support.

The use of personal Hotspots/ MiFi may interfere with our Wi-Fi service and is prohibited. Flexible wireless networking solutions are available and can be ordered as above.

**In the BT Convention Centre and Echo Arena, wired connections are dropped from the ceiling only. In the Exhibition Centre Liverpool, wired connections are pulled from the floor only.**

## Exhibitor IT Order Form (cont...)

<b><u>Credit Card Payment</u></b>	
<b>Description of Services:</b>	
<b>Invoice Number (if applicable):</b>	
<b>Type of Credit Card</b>	
<b>Type of Account:</b>	
<b>Company Name (if business account):</b>	
<b>Billing Address:</b>	
<b>Postcode:</b>	
<b>Full Name as it appears on the card:</b>	
<b>Card Number</b>	
<b>CVV Number:</b>	
<b>Expiry Date:</b>	
<b>Issue No or Valid From Date:</b>	
<b>Telephone No:</b>	
<b>Email Address:</b>	

### **Authorisation of Card Use**

I certify that I am the authorised holder and signatory of the card referenced above and that all the information provided is complete and accurate.

I acknowledge that all orders may be immediately terminated at The Arena & Convention Centre Liverpool's discretion if any charges are declined or charge backs are claimed against any outstanding invoice amount. Disputes to amounts invoiced should be immediately reported to [BusinessCentre@accliverpool.com](mailto:BusinessCentre@accliverpool.com).

**Please return all sheets of the completed form to the address at the bottom of the page.**

**Authorised Signature:**

**Date:**

ACC Liverpool Business Centre  
ACC Liverpool, Kings Dock,  
Liverpool Waterfront, L3 4FP  
[BusinessCentre@accliverpool.com](mailto:BusinessCentre@accliverpool.com)  
Tel: 0151 239 6001  
Fax: 0151 708 7063

### **Cancellation Policy**

Should you need to cancel your order for any reason, please contact us by email ([BusinessCentre@accliverpool.com](mailto:BusinessCentre@accliverpool.com)) as soon as possible. You can cancel your order at any time before the event, however if we receive your cancellation request less than 7 days prior to the start date a 100% cancellation charge will apply and you will not be entitled to a refund. If we receive your request prior to this date a full refund will be made to the original payment method. For the avoidance of doubt the date of cancellation is the date we receive your email or letter and the event start date is the date supplied on your booking form for the commencement of the service or delivery of items.

### **Damage or Loss to Equipment Hired**

It is your responsibility to check that the equipment hired is received in good working order and in an undamaged condition. Any defects must be notified to ACC Liverpool upon receipt of the equipment and noted on the hire form. All equipment on hire remains the property of ACC Liverpool Ltd and should not be removed from the premises.

It is your responsibility to ensure the safe keeping of the equipment on hire and you will indemnify ACC Liverpool in respect of any loss or damage howsoever caused whilst in your possession.

All damage or loss should be notified to ACC Liverpool (or as soon as practicable) following which the equipment must be returned for repair or replacement. The Hirer shall make no attempt to examine, diagnose, repair or remove the outer casing or any other part of the equipment hired.

The hirer shall be liable to pay the full cost of replacement for the same or nearest available specification of any equipment lost or damaged beyond repair whilst in their possession.

In the event of loss or damage to equipment the period of hire will extend until such time as full reimbursement for the cost of replacement of the lost or damaged equipment has been made whether or not such period extends beyond that of the original rental agreement.

### **Liability**

ACC Liverpool shall not be liable under any circumstances whatsoever for losses incurred by the hirer due to faulty or non-functioning equipment during the period of hire. We will however take all steps to ensure that faulty equipment is replaced as soon as possible with either the same or similar equipment.

The hirer will fully indemnify ACC Liverpool at all times against any liabilities, demands, actions, claims or proceedings arising from or in connection with the equipment hired.

