

2020 Connectivity Order Form - Exhibitor - 3 day event rates

Event Name:	The London Bookfair 2020
Event Date:	10th - 12th March 2020
Stand Number:	
Stand Name:	
Order to be returned by*:	10th February 2020*



10-12 MARCH 2020
OLYMPIA LONDON
 TAKING WORDS FURTHER
 CONTENT ACROSS MEDIA

*Any bookings received past this date will be charged the Late Rate

IMPORTANT NOTICE REGARDING WiFi USAGE:

Exhibitors are prohibited from installing, generating or broadcasting their own WiFi or WiFi zones as this causes the airwaves to become saturated and can stop all the wireless network from working effectively within the halls.

eForce reserves the right to disconnect any unauthorised routers or WiFi zones.

Where possible we recommend opting for a wired connection for enhanced security and reliability.

Please contact us to discuss your requirements: tel: 0207 598 2400 or email: sales@eforce.co.uk

Wired connections	Quantity	Standard Rate	Late Rate	Total
Wired Internet Connection (LAN)				
The most reliable, secure connection option for laptops & PC's. CAT5e cable with RJ45 termination. Please submit stand plan.				
Up to 1 Mbps		£485	£582	
Up to 2 Mbps		£665	£798	
Up to 4 Mbps		£1,105	£1,326	
Up to 8 Mbps		£1,975	£2,370	
Up to 10 Mbps		£2,510	£3,012	
Greater bandwidth speeds are available on request		POA	POA	
VLANS				
Connects multiple stands to the same network within the venue. Internet connections ordered separately. (A WiFi disabled router is required to distribute internet to the VLAN). Please submit stand plan.				
Connect multiple stands via Ethernet CAT5e cabling (Price per location)		£185	£222	
WiFi Disabled Router - required to distribute internet to the VLAN		£190	£228	
Creates a network for your wired and wireless devices on the stand		£455	£546	
Also available at multiple stands (Each location will incur the above detailed charge)				
Network Hubs, Cables and IP Addresses				
Please note you will require to arrange power supply for your Hub separately. All wired internet connections include 1 IP Address. Please submit stand plan.				
Installed Hub 10/100 Mbps, 8 Ports for networking multiple PC devices		£85	£102	
Installed Hub 10/100 Mbps, 16 Ports for networking multiple PC devices		£130	£156	
Installed Ethernet CAT5e Patch Lead (5 meter)		£36	£44	
Additional IP address (price per address)		£65	£78	
Wireless (WiFi) connections				
WiFi Zones				
Private network created for your stand/area with a customised network name (SSID) & password.				
Up to 4Mbps per user				
Covers areas up to 20 Sqm and up to 10 concurrent users		£1,255	£1,506	
Covers areas up to 48 Sqm and up to 30 concurrent users		£1,910	£2,292	
WiFi Internet Connection for Multiple Devices				
Up to 2Mbps per device (Not Networked)				
Username & Password for up to 6 devices		£435	£522	
WiFi Internet Connection				
For a single device up to 2Mbps bandwidth				
Username & Password		£140	£168	
Username & Password with support cable (for use with Laptop or PC only. Support cable will be installed preshow and enabled only as backup)		£425	£510	
Telephones & ISDN				
Telephones				
Call charges excluded and will be billed post event				
Analog Exchange Line - for Telephone / PDQ		£165	£198	
Analog Telephone Handset (Purchase)		£25	£30	
ISDN2 Line		£490	£588	
Full prepayment is required prior to the event tenancy in order to enable any connectivity services				
Any bookings received during the tenancy period will incur a 40% surcharge				
Sub Total (ex VAT)				
20% VAT				
Total (Inc VAT)				
Please tick this box to confirm you have read and understood our Connectivity Guidelines				<input type="checkbox"/>
Please tick this box to confirm you have read and accepted our Terms & Conditions				<input type="checkbox"/>
For further information on any of our services or to talk to us about your requirements please contact our Sales Team on: 0207 598 2400 or sales@eforce.co.uk Alternatively please place and pay for your order directly online via www.eforce.co.uk				

Stand Location and Layout

Please attach to your order a marked stand floor plan for Wired connections, VLAN's, Hubs and Telephones indicating the drop location and email it to sales@eforce.co.uk

For stands with a raised platform we can deliver wired services to a desired location on the stand at no extra cost. Stand numbers to the left and right of your stand on your floor plan are required for orientation.

Any changes to stand number or location will incur additional fees!

Exhibitor Details

Stand Name Stand Number

Invoice Company Name

Invoice Address:

Postcode:

Country:

VAT exemption code if applicable (EU Customers):

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

Email:

Telephone:

Mobile:

**Payment We will not be able to provide any services until full prepayment has been completed
Please note we no longer accept cheques**

- Please debit my card** **Bacs / Chaps transfer (PO Ref required _____)**
(please forward a remittance advice to allow us to attach the payment to your order)
 Visa **MasterCard** **AMEX**

Please call us once you have received the invoice to process any credit card transactions on 020 7598 2400

eForce Bank Account details

Account Number:	42125804
Sort Code:	60-07-14
SWIFT Code:	NWBKGB2L
IBAN NO:	GB75NWBK60071442125804
Name:	Olympia Ltd trading as eForce
Banks Address:	National Westminster Bank Earls Court Branch 195 Earls Court Road London SW5 9AP
VAT Registration number:	GB 386 2131 53

**This order is accepted on the understanding that full eForce terms & conditions apply.
Copies are available on requestor can be viewed at www.eforce.co.uk/terms**

Terms of Cancellation

If an order is cancelled, in writing, 4 weeks prior to the start of build up of the event, the Services ordered will be charged at 25%.
If an order is cancelled, in writing, 2 weeks prior to the start of build up of the Event, the Services ordered will be charged at 50%.
If an order is cancelled, in writing, 1 week prior to the start of build up of the Event, the Services ordered will be charged at the full rate.

Please revert to clause 4 of the eForce terms and conditions

Order Confirmation

The signatory declares that he/she has read and accepted eForce's Terms & Conditions:
Please return signed order form to sales@eforce.co.uk

Authorised
Signature:

Print Name:

Date: