

The official Telecoms supplier for your exhibition

Show name: **UKRC 2010**

Stand name: _____ Stand No: _____

Show dates: **7th-9th June 2010** Please return this form by: **21st May 2010**



Aztec Event Services Ltd
 Units 1-2, Falcon Business Centre
 14 Wandle Way, Mitcham
 Surrey, CR4 4FG
 Email: sales@aztecuk.com
 Tel: 020 8687 3340 Fax: 020 7100 1609

Early booking rates are applicable to orders received with FULL PAYMENT before the return date. Standard rates will apply to all other orders. On site orders will be subject to feasibility and a 50% surcharge on the standard rates.

BOOKING FORM

Product	Unit	Early Booking Rates	Standard Rates	Quantity	Total
Wired Internet Connections					
Dedicated Internet access for. Requires a network card with RJ45 connection. Suitable for VPN connections.. Larger Bandwidth available on request.	2mb	£672	£806		
Shared Internet access for 1 PC/Laptop with 1 IP Address and access code. Requires a network card with RJ45 connection. NOT suitable for VPN connections.	Shared	£300	£360		
Additional Connections per IP Address. Requires Ethernet Switch.	Per Address	£55	£60		
8 Port Ethernet Switch. Requires Wired Internet Connection and Additional Connections above.	Per Unit	£30	£36		
Wireless Internet Connections					
Shared Wireless connection for 1 PC/Laptop with access code. Requires Wireless Network Adaptor. Not suitable for VPN connections	Per Event	n/a	£200		
Telephones					
VoIP Telephone Line with Handset and regional telephone number. For Telephone only. Not suitable for Facsimile. Analogue Telephone and Fax lines available on request.	Per Line/Unit	£120	£150		
Computers & Internet Kiosks					
Laptop/PC with a Shared Internet Connection.	Per Event	£350	£400		
Internet Kiosk with a Shared Internet Connection.	Per Event	£450	£550		
				Sub Total	
				VAT 17.5%	
				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 not permitted within the Exhibition Hall.

Your Service will be disconnected if you do not adhere to this policy.

No notice or refunds will be given.

Show name: UKRC 2010

Stand name: _____ Stand No: _____



Aztec Event Services Ltd
Units 1-2, Falcon Business Centre
14 Wandle Way, Mitcham
Surrey, CR4 4FG
Email: sales@aztecuk.com
Tel: 020 8687 3340 Fax: 020 7100 1609

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.

Early Booking rates are applicable to orders received with FULL PAYMENT before the Return Date as detailed in the Booking Form (the "Early Booking Rates"). Standard rates will apply to all other orders.

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. Aztec does not accept liability for expenses incurred, should the Customer decide to publish their telephone number prior to the installation.
2. All telephone lines include £15.00 of non-refundable call charges. Any call charges above this value will be charged to the Customers Debit/Credit Card following the event.
3. Included in the internet connections is one 10/100Mbps Ethernet connection over CAT5e copper cable with a male RJ45 presentation.
4. 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.
5. 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.
6. Administer rights must be available for any equipment connected to the Aztec Network if set up is required.
7. Assurance will be charged at 13% of the rental prices for any hired equipment such as Laptops and Internet Kiosks.