



EXHIBITOR STAND ESSENTIALS

STAND OUT FROM COMPETITORS
WITH OUR DEDICATED PRODUCTS AND SERVICES



nec
thenec.co.uk

NEC Product & Services Order Form

Events Ending 1st April 2022 - 31 March 2023

Instructions

- 1 Complete the *Contact Details* section below. We need this information to process your order.
- 2 Select the products / services you require by specifying the quantity in the box provided.
- 3 Ensure you have read the Terms and Conditions. These are available on this order form or online.
- 4 Review and complete the *Stand Plan* section if you have ordered a service that requires installation on the stand.
- 5 Complete the *Payment Preference* section. Please be aware that we operate a pre-payment service.
- 6 Send your completed form to the Sales & Customer Support team using the contact details provided.

Important Information

Advanced Cost

For most products, we offer a 20% discount on orders placed up until 14 full days before the start of the *Licence Period**. Products that are excluded from this will have only one cost displayed.

Standard Price

Applied to orders placed from 13 full days prior to the start of the *Licence Period* *, until (and including) the day before the *Licence Period* begins.

* Licence Period

The Licence Period begins the first access day for the “build-up”. This may be earlier than your own stand’s access. Orders placed during the Licence Period are only accepted subject to assessment and will be surcharged 20% higher than the Standard Price.

Stand Plan

Some of our services are pulled from the floor prior to your arrival on site. Please submit a stand plan so that our teams will know where to install the cables/piping.

Without this information, the installation of your service(s) may be delayed or completed in an unsuitable location and this may have an adverse effect on the smooth set-up of your stand. Relocation of the service may incur an additional charge.

Date & Time

Some products require date/time selection for delivery, whilst others are booked on an hourly basis. It is essential that you provide this information in the boxes provided.

Costs shown are exclusive of VAT.

Current products and prices are subject to availability and may change at any time.

Contact Details

If you are ordering on behalf of an Exhibitor, please provide details of YOUR company.

Name of Exhibition:	_____	Hall No. :	_____	Stand No. :	_____
Company Name:	_____		Stand Name:	_____	
Address Line 1:	_____				
Address Line 2:	_____				
City:	_____	County / State:	_____		
Post Code:	_____	Country:	_____		
Company Main Telephone:	_____		Company Tax Code:	_____	
Order Contact First Name:	_____	Order Contact Last Name:	_____		
Order Contact Email:	_____				
Order Contact Tel No:	_____	Position in Company:	_____		
Onsite Contact Name:	_____	Onsite Contact Number:	_____		

For Office Use

Date:	_____	Actioned by:	_____						
Rate:	_____	Note:	_____						
Stand Plan:	_____	Note:	_____						
Event IT	<input type="checkbox"/>	Utility	<input type="checkbox"/>	FoodToYou	<input type="checkbox"/>	Trades	<input type="checkbox"/>	Cleaning	<input type="checkbox"/>
Security	<input type="checkbox"/>	PDQ	<input type="checkbox"/>	Aerial	<input type="checkbox"/>	CCTV	<input type="checkbox"/>	Other	<input type="checkbox"/>
Details:	<div style="border: 1px solid black; height: 40px;"></div>								
Processed:	<input type="checkbox"/>	Date:	_____		Order Number:	_____			

Use of Your Information

The NEC Group would like to contact you to provide details of our services, products, events or offers that we feel may be of interest to you. If you would prefer not to receive these emails, please leave the box below unticked. If you change your mind later, you can click "unsubscribe" in any of our emails.

I want to be kept in the loop about upcoming events and new products:

Please note:

(a) you have legal rights to object to the processing of your data for marketing purposes, and to object to any data processing carried out on the basis of our legitimate interests

(b) even if you tick the box above, we may still need to send you service communications in relation to your account or any tickets you purchase.

For more information about the companies within the NEC Group and how we use your information please see our Privacy Policy.

[Our Privacy Policy is available online](#)

Help us to Help You

The NEC is committed to making it as easy as possible for our customers to order products and services from us. If you have any comments or suggestions, please let us know in the space below:

You can also provide feedback via email: exhibitorfeedback@necgroup.co.uk

Payment Preference

Full Payment is required before the event build.

We offer the payment methods below. Please select your preference.

BANK TRANSFER	<p>We will process your order and send a Pro-Forma Invoice with further details on how to make payment. Please quote your order number (included with the Pro-Forma) as the payment reference.</p> <p style="text-align: center;">Please send me a pro-forma invoice with bank details for payment</p>	<input type="checkbox"/>
CARD PAYMENT	<p>We will process your order and send a Pro-Forma Invoice. As soon as you receive this, you can call us to make payment over the phone Mon-Fri 9am-5pm. Alternatively, a member of our team can phone you.</p> <p style="text-align: center;">Please send me a pro-forma and I will phone to make payment</p> <p style="text-align: center;">Please phone me to take payment</p> <p style="text-align: center;">Card details are not retained once payment has been taken.</p>	<input type="checkbox"/> <input type="checkbox"/>

Once payment has been received, we will provide an Invoice Receipt via email.

Declaration

By placing this order you confirm that you have read and accept the Standard Terms and Conditions and are duly authorised by the Customer to bind the Customer and make it subject to the rights and obligations as set out in the Agreement.

Please show your agreement by entering your full name and date in the fields below:

Your Name: _____

Date: _____

Products & Services

Contents

Contact Details	
Use of Your Information and Payment Preference	
Hardwired Internet, Connectivity and Equipment Hire	4
Internet & Data Connections	4
Telephony Services	4
Event IT Equipment	5
Utility Services	6
Water & Waste Connections	6
Compressed Air	6
Natural Gas	7
On-Stand Security	8
CCTV	8
Dedicated Security Officer	8
Fire Safety	9
Extinguishers	9
Aerial Services	10
Barriers and Fencing	10
Floor Work and Bolting Down	11
Floor Fixing	11
Floor Work	11
Stand Cleaning Services & Supplies	12
Cleaning Services	12
Production Waste	12
Advanced Stand Cleaning	13
Stand Food & Drink	14
Mixed Platter	14
Beers, Ciders & Spirits	15
Wine and Sparkling Wine	16
Soft Drinks	17
Hot Drinks	18
Equipment and Refills	19
Snacks	20
Disposables	20
No Fuss Packages	21
Food & Drink Hygiene and Cleaning	21
Hygiene Packages	22
Graphics and Rigging	23
Exhibitor Parking	23
Stand Plan	24

Additional Products & Services are available. Please direct enquiries to our team.

These include: advanced connectivity options; bespoke Mechanical Mains supplies; and alternative food items to suite dietary requirements.

Hardwired Internet, Connectivity and Equipment Hire

Our halls have duct lines running under the floor from which cables are pulled. Your services will be installed before event-build as close as possible to the required location (based on your submitted stand plan).
It is the responsibility of the stand builder to route the cable to final location.

Internet & Data Connections

Delivered through a CAT-5 RJ45 cable from the floor ducting.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
5Mbps Broadband Internet	£615.00	£738.00	<input type="text"/>		
10Mbps Broadband Internet	£1,656.00	£1,987.20	<input type="text"/>		
10Mbps Broadband Internet with Static IP Address	£2,070.00	£2,484.00	<input type="text"/>		
20Mbps Broadband Internet	£3,726.00	£4,471.20	<input type="text"/>		
30Mbps Broadband Internet	£5,868.00	£7,041.60	<input type="text"/>		
50Mbps Broadband Internet	£9,780.00	£11,736.00	<input type="text"/>		
70Mbps Broadband Internet	£11,457.00	£13,748.40	<input type="text"/>		
100Mbps Broadband Internet	£14,250.00	£17,100.00	<input type="text"/>		
100Mbps Broadband Internet with Static IP Address	£14,717.00	£17,660.40	<input type="text"/>		
Additional IP Address Support connection of additional device to original ordered connection.	£64.00	£76.80	<input type="text"/>		
VLAN Connection Minimum Order of 2	£180.00	£216.00	<input type="text"/>		

Telephony Services

Line is delivered via cable from the floor duct. Handsets are delivered on last day of build.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Phone Line & Handset Package	£145.00	£174.00	<input type="text"/>		
Telephone Line Only	£133.00	£159.60	<input type="text"/>		
PDQ Machine Package Includes: Terminal; Data Line; and Power (UK Merchant ID Required)	£271.00	£325.20	<input type="text"/>		
ISDN Line	£293.00	£351.60	<input type="text"/>		

Event IT Equipment

Delivered on last day of build.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
8 Port Switch	£91.00	£109.20	<input type="text"/>		
CAT-5 Cable - 5 Metres	£8.50	£10.20	<input type="text"/>		
CAT-5 Cable - 10 Metres	£16.00	£19.20	<input type="text"/>		
CAT-5 Cable - 15 Metres	£22.30	£26.76	<input type="text"/>		
15" Windows Laptop HP 255 G7	£111.00	£133.20	<input type="text"/>		
15" High-Spec Windows Laptop MSI MS-17A1 GT3VR Titan	£187.00	£224.40	<input type="text"/>		
15.4" MacBook Pro Retina Core i7, 1000GB SSD	£281.00	£337.20	<input type="text"/>		
iPad Air 2 32GB	£102.00	£122.40	<input type="text"/>		
Lockable iPad Floor Stand	£44.50	£53.40	<input type="text"/>		
Tryten iPad Air Table Stand	£16.50	£19.80	<input type="text"/>		
22" Touchscreen iiyama T225MTS - Requires Laptop	£205.00	£246.00	<input type="text"/>		
49" Touchscreen	£516.00	£619.20	<input type="text"/>		
55" Touchscreen	£581.00	£697.20	<input type="text"/>		
24" Display Screen iiyama E2480HS	£62.00	£74.40	<input type="text"/>		
32" Display Screen Samsung ME32C	£195.00	£234.00	<input type="text"/>		
32" Display Screen LG 32SM5KD	£195.00	£234.00	<input type="text"/>		
43" Display Screen LG 43SM5KD	£272.00	£326.40	<input type="text"/>		
55" Display Screen LG 55SM5KC/SM5KE	£340.00	£408.00	<input type="text"/>		
65" Display Screen LG 65UH5C	£399.00	£478.80	<input type="text"/>		
75" Display Screen LG 75UM3C/UH5E	£1,060.00	£1,272.00	<input type="text"/>		
86" Display Screen LG 86UH5E	£1,270.00	£1,524.00	<input type="text"/>		
98" Display Screen 98LS95A/LS95D	£2,270.00	£2,724.00	<input type="text"/>		
TV Stand with Shelf	£0.00	£0.00	<input type="text"/>		

Utility Services

Our halls have duct lines running under the floor from which pipes are pulled. Your services will be installed before event-build as close as possible to the required location (based on your submitted stand plan).

It is the responsibility of the stand builder to route the cable to final location.
Ramping over piped services will not be permitted for health & safety reasons.

Included in the price below, our engineers can perform a *Gas Test*. They will test the supply as far as the valve only and provide a certificate. If using your own gas engineer, we must have their Gas Safe Registered details.

Water & Waste Connections

Water supply: 1/2" Flexi-Pipe 5.6 Bar or 85 p.s.i.

Waste supply: 1 1/2" Pipe 0.38 l/s or 5 g.p.m.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Water & Waste Supply with Connection to Single Sink, Dishwasher or Similar <small>(Not Included: Sink; Power; or Dishwasher etc.)</small>	£790.50	£948.60	<input type="text"/>		
Water & Waste Supply with Connection to Single Sink and Heater <small>(Not Included: Sink; Heater; or Power)</small>	£865.00	£1,038.00	<input type="text"/>		
Single Sink and Heater Package: Includes: Sink, Heater, Power, with Water & Waste Supply and Connections	£1,275.50	£1,530.60	<input type="text"/>		
Water & Waste Supply to Single Sink and Dishwasher (or Similar) Within 1 Metre <small>(Not Included: Sink; Power; or Dishwasher etc.)</small>	£1,582.00	£1,898.40	<input type="text"/>		
Water & Waste Supply with Connection to Double Sink <small>(Sink not Included)</small>	£865.00	£1,038.00	<input type="text"/>		
Water Supply Only	£439.00	£526.80	<input type="text"/>		
Waste Supply Only	£439.00	£526.80	<input type="text"/>		
Additional Water Supply to Within 1 Metre of Original Connection	£74.50	£89.40	<input type="text"/>		
Additional Waste Supply to Within 1 Metre of Original Connection	£74.50	£86.70	<input type="text"/>		

Compressed Air

5.6 Bar or 75-90 p.s.i. with normal industrial quality contamination levels.

Female 3/4" (20mm) BSP Connector (30 l/s or 70 cfm free air).

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Compressed Air	£790.50	£948.60	<input type="text"/>		
Additional Compressed Air Connection within 1 Metre from Original Connection	£178.50	£214.20	<input type="text"/>		

Natural Gas

1" bsp Isolating Female Valve
Gas Safe test required.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Natural Gas Connection	£790.50	£948.60	<input type="text"/>		
Additional Gas Connection within 1 Metre from Original Connection	£178.50	£214.20	<input type="text"/>		
Gas Test	£82.00	£82.00	<input type="text"/>		

On-Stand Security

For your peace of mind, we can supply a dedicated Security Guard to be stationed on your stand. Also available is a CCTV package which includes camera hire, installation and IT.

These measures are to help deter crime. Should an incident occur, CCTV footage can be made available to Security and Police Officers.

No guarantee is made against crime occurring and the NEC accept no liability for loss or damage. Insurance remains the responsibility of the Exhibitor.

CCTV

Camera(s) will need a fixed point on the stand for mounting. It is essential that you supply a stand plan showing: installation of cameras, angle of cover, and cable location. The camera will be activated automatically by movement on the stand within desired time frames (e.g. overnight).

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Exhibitor CCTV Package: 1 Camera	£207.00	£248.40	<input type="text"/>		
Exhibitor CCTV Package: 2 Cameras	£362.00	£434.40	<input type="text"/>		

Dedicated Security Officer

Charged per hour.

Security Officer will be on stand during ordered date / time period(s). Please provide these below.

	Cost per Hour		Officers Required	Total Hours	Charge	
	Advanced	Standard			Advanced	Standard
Dedicated On-Stand Security Officer:	£18.50	£22.63	<input type="text"/>			

Date	Start Time	Finish At	Total Hours	Cost	Date	Start Time	Finish At	Total Hours	Cost

Fire Safety

Delivered on the last day of event build.

Fire Extinguishers

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Water For use on Class A Materials (Wood, Paper, Textiles)	£23.00	£27.60	<input type="text"/>		
AFFF (Foam) For use on Class A Materials (Wood, Paper, Textiles) and Class B Materials (flammable liquids)	£23.00	£27.60	<input type="text"/>		
Dry Powder For use on Class A Materials (Wood, Paper, Textiles) and Class B Materials (flammable liquids) and Class C Materials (Gasses and Live Electrical)	£23.00	£27.60	<input type="text"/>		
Small CO2 (2Kg) For use on Live Electrical Equipment	£23.00	£27.60	<input type="text"/>		
Large CO2 (5Kg) For use on Live Electrical Equipment	£26.00	£31.20	<input type="text"/>		
Wet Chemical For use on Class A Materials (Wood, Paper, Textiles) and Class F Materials (Cooking Oils)	£23.00	£27.60	<input type="text"/>		
Fire Blanket For use in Cooking Areas	£15.14	£18.17	<input type="text"/>		
Single Plastic Fire Point For Easy Display, Storage, and Access of Extinguisher	£18.60	£22.32	<input type="text"/>		
Double Plastic Fire Point For Easy Display, Storage, and Access of Extinguishers	£27.58	£33.10	<input type="text"/>		
Double Mobile Fire Point For Easy Display, Storage, and Access of Extinguishers	£96.25	£115.50	<input type="text"/>		

Aerial Services

Our halls have duct lines running under the floor from which cables are pulled. Aerial cables will be installed before event-build as close as possible to the required location (based on your submitted stand plan).

It is the responsibility of the stand builder to route the cable to final location.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Television Aerial Standard UHF/VHF Single Point	£283.00	£339.60	<input type="text"/>		
Additional Aerial Point To connect a second device from original Aerial Point	£15.90	£19.08	<input type="text"/>		
Radio Aerial Single Point	£292.00	£350.40	<input type="text"/>		

Barriers and Fencing

Delivered to the stand on the last day of build.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Crowd Control Barrier Interlocking Metal 2.5m Wide x 1m High	£7.00	£8.75	<input type="text"/>		
Wheeled Crowd Control Barrier Interlocking Metal With Wheels 2.5m Wide x 1m High	£18.90	£23.63	<input type="text"/>		
Installation of Crowd Control Barrier Charged Per Barrier to be Positioned	£1.60	£2.00	<input type="text"/>		
Tensator Barrier (Minimum Order of 2) Posts with Retractable Ribbon 1.8m Wide (Max) x 0.95m High	£22.00	£27.49	<input type="text"/>		
Ropes & Posts (Minimum Order of 2) Posts Connected by Ribbon 1.5 Wide (Rope Length) x 1m High	£21.00	£26.25	<input type="text"/>		

Floor Work and Bolting Down

Floor fixings are of bolt type. Cost includes supply, fixing and making good of the floor post show. Bolt removal is the responsibility of the of the Exhibitor. The floor fixing is not suitable for up-thrust or pull-out loads without provision of an appropriate anchor block. Standard fixings allow for bolts up to 75mm above floor for 8 and 10mm diameter, and up 150mm above floor for other sizes. Bolts cannot be drilled into duct lines: please refer to the hall plan.

Floor Fixing

Please enter below the size and quantity of the bolts required.

To help us assist in the smooth build up of your stand, please provide an indication of the approximate time you require the bolts to be installed. If you would like the bolts to be installed at different times throughout the building of your stand, please select multiple "Installer Visits" in the relevant column. If staggered delivery is not necessary, please only use one row.

Please note: adherence to the preferred time slots will be by best endeavours of the delivery team and is not guaranteed. If you are not ready for installation during your requested time slot, delivery may be delayed based on workload.

During build, when you are ready for your bolts to be collected, please phone our Helpdesk on 0844 3388 338 (Option 2) or use the red hotline phone in the Organiser Offices.

	Cost		Total Bolts	Charge	
	Advanced	Standard		Advanced	Standard
Bolt Size: 8mm - 15mm	£31.60	£39.50			
Bolt Size: 18mm - 24mm	£47.70	£59.63			

Preferred Delivery Slot			Quantity of Bolt Size (mm)					Total		
Installer Visit	Date	Time Slot	8	10	12	15	18	24	8 - 15	18 - 24
1									0	0
2									0	0
3									0	0
4									0	0
5									0	0

Floor Work

Floor chases allow cutting out of the chase for installation and burial of customer's own cabling or piping, making good with lightweight screed for open period, removal and making good of floor at exhibition end.

Floor painting allows for painting of stand with one coat of approved floor paint. Where paint other than black is used, cost includes repainting back to black at exhibition end.

Painted area must not exceed stand size.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Floor Chase 150mm x 50mm Deep Priced per Metre	£134.00	£167.50			
Painting of Hall Floor a Colour then Back to Black 24 Hours Advanced Notice Required. Minimum Painting and Drying Time. Price per Metre	£7.00	£8.75			

Stand Cleaning Services and Supplies

Please note that standard clean of the stand is included as part of your Exhibitor package. This covers: vacuuming of carpets; wipe down of hard surfaces; and removal of general rubbish. This is for ground-floor (or raised platform) only.

Cleaning Operatives can be hired for general cleaning duties for a more in-depth cleaning of the stand area, or clean of upstairs area.

Cleaning Services

Item Description	Cost	Ordered Quant.	Charge
Cleaning of Upper Floor - Up to 30m2 For Multi-Level Stands: Cost Includes Labour and Materials.	£ 81.00	<input type="text"/>	
Cleaning of Upper Floor - Over 30m2 For Multi-Level Stands: Cost Includes Labour and Materials.	£ 120.00	<input type="text"/>	
Cleaning Operative 4 Hour Shift General Cleaning Duties: Glass; Stand Fixtures and Fitting	£ 20.85	<input type="text"/>	
Portering Service 4 Hour Shift Operative to Assist with Small Carriable Items	£ 81.00	<input type="text"/>	
Portering Service 8 Hour Shift Operative to Assist with Small Carriable Items	£ 162.00	<input type="text"/>	
Portering Service 12 Hour Shift Operative to Assist with Small Carriable Items	£ 243.00	<input type="text"/>	

Production Waste

Container hire and waste disposal. Larger skips are available on request.
Some items will require a Waste Transfer note to be completed on site prior to collection.

Item Description	Cost	Ordered Quant.	Charge
Standard Bin Bag	£ 11.00	<input type="text"/>	
120 Litre Food Waste Bin	£ 15.00	<input type="text"/>	
120 Litre Glass Bin	£ 15.00	<input type="text"/>	
120 Litre Wheelie Bin	£ 67.00	<input type="text"/>	
120 Litre Raw Meat Waste Bin	£ 86.00	<input type="text"/>	
1200 Litre Euro Waste Bin	£ 146.00	<input type="text"/>	
120 Litre Lockable Bin	£ 15.00	<input type="text"/>	
5 Litre Clinical Waste Bin	£ 48.00	<input type="text"/>	

Advanced Stand Cleaning

Exhibition Stand ULV Application ('Fogging').

Applied across all areas of the stand, including exhibits, the aim of the process is to assist in the elimination of airborne pathogens and surface bacteria.

A chemical disinfectant is sprayed over the stand as a fine mist, charged with static which causes it to 'cling' on to surfaces offering a more comprehensive covering than manually wiping with a cloth.

All areas should be clean and free from general dirt and dust.

Costs are per application and charged based on the size of your stand.

Stand Area Square M	Under 21	21 to 40	41 to 60	61 to 80	81 to 120	121 to 200	Over 200
Cost per Application	POA	£24.00	£37.00	£49.00	£74.00	£124.00	POA

Stand Size Applications Charge

ULV Application

The process is carried out overnight and all orders must be completed no later than 48 hours prior to the requested date. Please enter dates below against each required application.

1st Application On Night Of:	2nd Application On Night Of:
3rd Application On Night Of:	4th Application On Night Of:
5th Application On Night Of:	6th Application On Night Of:
7th Application On Night Of:	8th Application On Night Of:
9th Application On Night Of:	10th Application On Night Of:

Additional Comments:

Please note that it is the responsibility of the Exhibitor to ensure that all exhibits including furniture/ computers/ monitors/ machinery etc are suitable for such application, whilst ensuring any paperwork and/or clothing is placed in suitable storage prior to the application.

ULV (Ultra Low Volume Application) is offered to assist in the elimination of pathogens and bacteria only. No guarantee is offered, and this process should not be relied upon as the only method of combating covid-19 or any other potential health-threats. Please follow all guidelines with regards to hygiene and social distancing.

Stand Food and Drink

**Food and drink delivered to the stand and a date and time that works for you.
Please order products by entering a quantity and provide a delivery date and time slot.**

Delivery slots are within an hour period starting 08:30 am to 09:30 and so on.

Minimum order value £15. Cancellations (or part cancellation) will not be permitted within 5 days of your exhibition. Orders must be placed by 11:00 24 hours in advanced, with the exception of snacks, disposables, and equipment hire. Drinks will normally be delivered at ambient temperature.

**All items are subject to availability. Prices and products are subject to change.
Should an item or item(s) be unavailable, we will try to replace with a suitable alternative.**

Where possible, we are aiming to avoid products containing genetically modified soya, maize, flavourings and additives. However, some food may still contain such ingredients. Please inform us if you have any particular requirements.

Some of the menu items may contain nuts, seeds and other allergens. There may be a risk that traces of these could be in any other dish or food served within the venue. We understand the dangers to those with severe allergies.

Items marked ** are VAT exempt. Items marked # will require a bottle opener.

Items marked ~ will require power supply on the stand. Ordered through the event contractor.

To place an order:

- 1 **Choose an item you wish to order.**

- 2 **At the top of the item's section, enter the dates of your event that match the days of the week shown.**

- 3 **Enter a time slot for the delivery of the item each day.**

- 4 **Under the relevant date, enter the quantity required that day.**

- 5 **Repeat step 4 for any other days on which you would like the same.**

- 6 **Repeat steps 1 - 5 for all items you wish to order.**

Mixed Platters

		Delivery Date								
		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Item Description	Cost	Time Slot							Quantity	Total
Meat Sandwich Platter	£27.95									
Vegetarian Sandwich Platter	£25.95									
Mixed Wrap Platter	£26.95									
Vegetarian Wrap Platter	£26.95									
Mini Pastry Platter	£19.95									
Platter of Mini Muffins	£16.95									

Beers, Ciders & Spirits

Item Description	Cost	Time Slot	Delivery Date							Total
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			Quantity							
Pravha x 12 330ml Bottles #	£35.00									
Pravha x 24 330ml Bottles #	£60.00									
Corona x 12 330ml Bottles #	£35.00									
Corona x 24 330ml Bottles #	£60.00									
Coors Light x 12 330ml Bottles #	£33.00									
Coors Light x 24 330ml Bottles #	£59.00									
Caffery's x 24 440ml Cans	£48.00									
Rekorderlig Apple Cider x 15 500ml Bottles #	£42.00									
Gordon's Gin 70cl	£31.95									
Bell's Whisky Bottle	£31.95									
Smirnoff Vodka Bottle	£31.95									

Wine and Sparkling Wine

Item Description	Cost	Time Slot	Delivery Date							Total
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
Champagne Laurent Perrier La Cuvee Bottle	£49.95									
Baco Seta Prosecco Extra Dry Bottle	£24.95									
Solandia Nero d'Avola Bottle	£17.95									
Pontebello Pinot Grigio, Venezia Bottle	£17.95									
Lunaris By Callis Malbec San Juan Bottle	£20.95									
Finca Las Moras Seremos Torrontes San Juan Bottle	£20.95									
Monte Verde Merlot Rose (Central Valley) Bottle	£15.95									
Monte Verde Sauvignon Blanc (Central Valley) Bottle	£15.95									
Monte Verde Merlot (Central Valley) Merlot Bottle	£15.95									

Soft Drinks

Item Description	Cost	Time Slot	Delivery Date							Total
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Still Mineral Water x 12 500ml	£16.50									
Still Mineral Water x 24 500ml	£28.95									
Sparkling Mineral Water x 12 500ml	£16.50									
Sparkling Mineral Water x 24 500ml	£28.95									
Still Mineral Water Bottle 750ml	£3.95									
Sparkling Mineral Water Bottle 750ml	£3.95									
Coca Cola x 12 500ml	£24.95									
Coca Cola x 24 500ml	£34.95									
Diet Coke x 12 500ml	£23.95									
Diet Coke x 24 500ml	£33.95									
Coke Zero x 12 500ml	£23.95									
Fanta x 12 500ml	£23.95									
Sprite x 12 500ml	£24.95									
Sprite Zero x 12 500ml	£23.95									
Forest Fruits Sparkling Water x 12 500ml Bottle	£16.50									
Lemon & Lime Sparkling Water x 12 500ml Bottle	£16.50									
Orange Juice Carton 1 Litre UHT	£3.95									
Innocent Smooth Orange Juice x 8 330ml Bottle	£16.50									
Tonic Water x 12 200ml	£9.50									
Slimline Tonic Water x 12 200ml Bottle	£9.50									

Hot Drinks

Item Description	Cost	Time Slot	Delivery Date							Total
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
5 Litre Flask of Tea Including Supplies for Approx. 20 Cups	£39.95									
5 Litre Flask of Coffee Including Supplies for Approx. 20 Cups	£39.95									
5 Litre Flask of Hot Water	£26.95									
1.7 Litre Kettle ~ Power: 2kw	£17.95									
Twining's Everyday Tea x 50 Bags	£7.95									
Twining's Herbal & Fruit Tea x 20 Bags	£6.50									
Nescafe Original Instant Coffee 1 x 200g	£14.95									
White Sugar Sticks x 20**	£3.95									
Brown Sugar Sticks x 20	£3.95									
Candarel Sweeteners x 50	£2.95									
Fresh Milk 2 Litres	£4.50									
UHT Milk Jiggers x 120	£9.95									
Alpro Almond Milk 1 Litre	£4.50									
Alpro Soya Milk 1 Litre	£4.50									
MADE Ground Coffee 2 x 210g	£9.95									
Coffee Percolator ~ 8 - 10 Cups	£18.03									
Nespresso Machine Hire ~ Supplies for Approx. 100	£195.00									
Nespresso Capsules x 20	£24.95									
Nespresso Cappuccinatore Milk Frother CS20 ~	£39.95									

Equipment and Refills

Equipment is hire only. Missing and/or damaged equipment will incur additional charge.

Item Description	Cost	Time Slot	Delivery Date							Total
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Water Cooler, Water and 100 Cups Room Temperature without Optional Power (600W)	£94.95									
Water Cooler Cups x 100	£6.95									
Water Cooler Butt and 100 Cups 18.9 Litre	£31.95									
Tall Glasses x 5	£7.50									
Wine Glasses x 5	£7.50									
Cups and Saucers x 5	£10.95									
Teaspoons x 5	£3.50									
Mugs x 6	£9.95									
Glass Jug	£7.95									
Milk Jug	£3.50									
Sugar Bowl	£3.50									
Oval Plates x 5	£5.95									
5 Litre Water Carrier	£9.95									
Champagne Glasses x 5	£7.50									
Wine / Champagne Bucket	£5.95									
Thermal Ice Bucket with Tongs	£5.50									
Ice Bucket Holds 12kg	£25.50									
4kg Bag of Ice	£9.50									
12kg Bag of Ice	£17.95									

Snacks

		Delivery Date							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Item Description	Cost	Time Slot	Quantity						Total
Gnaw Chocolates x 6	£9.95								
Sweet Biscuits 1kg	£14.50								
Traditional Assorted Biscuits 800g	£15.95								
Sea Salted Crisps 6 x 40g	£5.95								
Assorted Crisps 6 x 40g	£5.95								
Mini Cheddars 6 x 50g	£5.95								
Dry Roasted Peanuts 6 x 50g	£5.95								
Salted Peanuts 6 x 50g	£5.95								
Nuts and Seed 4 Bags	£9.95								

Disposables

		Delivery Date							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Item Description	Cost	Time Slot	Quantity						Total
Cold Drink Glasses x 50	£6.95								
Hot Drinks Cups x 25	£6.95								
Wine Glasses x 10	£7.95								
Champagne Glasses x 10	£7.95								
Half Pint Glasses x 50	£6.95								
Paper Plates x 25	£5.95								
Snack Bowls x 4	£4.50								
Plastic Teaspoons x10	£1.50								
White Serviettes x 100	£5.50								
Wooden Stirrers x 1000	£8.95								

No Fuss Packages

		Delivery Date							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Item Description	Cost	Time Slot	Quantity					Total	
Breakfast Package: Mini Muffins Pastries 8 Orange Juice Bottles Flask of Tea Flask of Coffee Plastic Tumblers	£59.95								
Feed the Troops Package: Mixed Sandwiches Mini Muffins 8 Orange Juice Bottles 6 Bags of Assorted Crisps 500ml Still Water x 12	£89.95								

Food and Drink Hygiene and Cleaning

		Delivery Date							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Item Description	Cost	Time Slot	Quantity					Total	
Blue Paper Roll	£6.95								
Liquid Soap	£6.95								
Multi Surface Cleaner	£6.50								
Wipe Cloths x 6	£2.50								
Glass Cleaner	£4.95								
Refuse Sacks x 10	£3.50								
Washing Up Bowl	£4.50								
Washing Up Liquid	£4.50								
Rubber Gloves	£2.95								
Tea Towel	£2.95								

Hygiene Package 1: Alcohol Handgel 1 Box of Latex Gloves	£22.95	
Hygiene Package 2: Sanitiser Spray Blue Paper Roll	£13.50	
Hygiene Package 3: Portable Handwash Basin Liquid Soap Blue Paper Roll	£89.95	
Hygiene Package 4: Calibrated Temp Probe 70 Antibac Prob Wipes	£159.95	
Complete Hygiene Package: All Items Contained in Packages 1-4	£165.03	

Graphics and Rigging

Stand out from the crowd...

Make a real statement with attention-grabbing Graphics.

From hanging banners to branded fascia, wall cladding to floor vinyl, our experienced in-house team will help you transform your space with great looking graphics produced, delivered and installed ready for the event.

Ask for a copy of our Exhibitor Graphics Brochure to see the whole range of products available.



...Rise above the competition.

From primary rigging points to lighting truss and complex structures. Let our Technical Sales team help you plan the most efficient way of delivering your stand rigging requirements.

Email technicalsales@thenec.co.uk for a Rigging Enquiry Form. Please note that rigging for your event will be subject to Organiser approval.



Exhibitor Parking

Get closer to the action with Exhibitor Advantage Parking

Available for most events, this service give you access to a designated parking area right behind the exhibition hall, giving you easy access to both the event and your vehicle at any time during the open times of the show.

Book online through our website: https://parking.thenec.co.uk/NECBirminghamexhBooking/?fresh_start=y

You will need to know your hall and stand number.



Advantage parking is available for cars and people carriers only:
no vans are allowed.

If your event is not listed on the parking website two months prior to open, Advantage Parking may not be available for your show.

Space is limited, so book early to avoid disappointment!

Stand Plan

Some items on your order may require plotting on the stand.

- Please provide a plan of the stand indicating the required location of any of these services you may have ordered.
- The service(s) will be installed as close as possible to the requested location.
- Final position of the service s the responsibility of the stand builder.
- Ramping over piped services will not be permitted for health & safety reasons.
- Should the plan of the stand change at any point, please let us know immediately.
- **Moving of any service after installation may incur additional cost.**

Stand Plan Creator

Step 1 Select the approximate shape of your stand:



Step 2 Assign a number to each product that requires a location

- In any order, assign each product that you have ordered to a number.
- When assigning a number to an internet connection, please enter the speed.
- Only one number should be assigned to each item.

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____
7 _____	8 _____
9 _____	10 _____

**Step 3 Add the names/numbers of your neighbouring stand in the space provided.
This is so we can orientate the plan.**

- Alternatively, you can enter "Hall wall", "Entrance", "Back of Stand" or similar.

Other Points of Reference e.g. Hall Column:

A _____	B _____
C _____	D _____

Step 4 Add the allocated numbers and letters (if any) into the grid within the border.

- Enter the assigned number of the item into any square within the stand area.
- Remember to enter all ordered services.
- Enter the same number into as many squares as the quantity of each item you have ordered.
 For example, if you have ordered 2 x 10Mbps internet connections, and assigned them the number 1, you will need to enter the number 1 into two separate squares.
- If you require two services at the same location, use two squares next to each other in the grid.

Stand Plan

Neighbouring Stand: _____

Neighbouring Stand: _____

Legend

1
2
3
4
5
6
7
8
9
10

Add the same number more than once if ordering multiples of that item.

A _____

B _____

C _____

D _____

THE CUSTOMER'S ATTENTION IS PARTICULARLY DRAWN TO THE PROVISIONS OF clause 8.

1. INTERPRETATION

1.1 Definitions:

Business Day: a day other than a Saturday, Sunday or public holiday in England when banks in London are open for business. **Charges:** the charges payable by the Customer for the supply of the Services in accordance with clause 6 and based on NEC's charges at the time of the Order Confirmation and any charges payable for Specific Services. **Conditions:** these terms and conditions are amended from time to time in accordance with clause 11.5. **Contract:** the contract between NEC and the Customer for the supply of Services in accordance with these Conditions. **Customer:** the person or firm who purchases Services from NEC. **Customer Stand:** the stand or suite of the Customer at which the Services will be provided. **Deliverables:** the deliverables set out in the Order produced by NEC for the Customer. **Delivery:** the transfer of physical possession of the Equipment to the Customer at the Customer. **Equipment:** the items of equipment to be hired to the Customer as detailed in the Order, all substitutions, replacements or renewals of such equipment and all related accessories, manuals and instructions provided for it. **Hire Period:** the period of hire as set out in the Order. **Intellectual Property Rights:** patents, rights to inventions, copyright and related rights, trade marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world. **NEC:** The National Exhibition Centre Limited, registered in England and Wales with company number 979395. **Order:** the Customer's order for Services as set out in the Customer's completed Order Form supplied to NEC via email or telephone, or overleaf, as the case may be. The Customer's Order must be by way of completion of NEC Product and Services Order Form produced by NEC to the Customer and as updated by NEC from time to time. **Order Confirmation:** NEC's written confirmation of the Order. **Order Form:** NEC's standard order form titled 'Products and Services Order Form'. **Services:** the services, including the Deliverables, to be supplied by NEC to the Customer, as set out in the Order Confirmation.

1.2 Interpretation:

(a) A reference to a statute or statutory provision is a reference to it as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted.
 (b) Any phrase introduced by the terms **including, include, in particular** or any similar expression, shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
 (c) A reference to **writing** or **written** includes email.

2. BASIS OF CONTRACT

2.1 The Order constitutes an offer by the Customer to purchase Services in accordance with these Conditions, which the NEC is free to accept or decline at its absolute discretion.
 2.2 The Order shall only be deemed to be accepted when NEC issues an Order Confirmation at which point and on which date the Contract shall come into existence (**Commencement Date**).
 2.3 Any samples, drawings, descriptive matter or advertising issued by NEC, and any descriptions or illustrations contained in NEC's catalogues or brochures, are issued or published for the sole purpose of giving an approximate idea of the Services described in them. They shall not form part of the Contract or have any contractual force.
 2.4 These Conditions apply to the Contract to the exclusion of any other terms that the Customer seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.
 2.5 Any quotation given by NEC shall not constitute an offer and is only valid for a period of 2 Business Days from its date of issue.

3. SUPPLY OF SERVICES

3.2 NEC shall use all reasonable endeavours to meet any performance dates specified in the Order Confirmation, but any such dates shall be estimates only and time shall not be of the essence for performance of the Services.
 3.3 NEC shall have the right to make any changes to the Services which are necessary to comply with any applicable law or safety requirement, or which do not materially affect the nature or quality of the Services, and NEC shall notify the Customer in any such event.
 3.4 NEC warrants to the Customer that the Services will be provided using reasonable care and skill.

4. ADDITIONAL TERMS APPLICABLE TO THE HIRE OF EQUIPMENT

4.1 NEC shall hire the Equipment to the Customer for use at the Customer Stand during the Hire Period subject to the terms and conditions of the Contract.
 4.2 **Delivery**
 (a) Delivery of the Equipment shall be made by or on behalf of NEC. NEC shall use all reasonable endeavours to effect Delivery by the date and time agreed between the parties. Risk shall transfer in accordance with clause 4.3 of the Contract.
 (b) The Customer shall procure that a duly authorised representative of the Customer shall be present at the Delivery of the Equipment. Acceptance of Delivery by such representative shall constitute conclusive evidence that the Customer has examined the Equipment and has found it to be in good condition, complete and fit in every way for the purpose for which it is intended. If required NEC, the Customer's duly authorised representative shall sign a receipt confirming such acceptance.
 4.3 **Title and Risk**
 (a) The Equipment shall at all times remain the property of NEC, and the Customer shall have no right, title or interest in or to the Equipment (save the right to possession and use of the Equipment subject to the terms and conditions of the Contract).
 (b) The risk of loss, theft, damage or destruction of the Equipment shall pass to the Customer on Delivery. The Equipment shall remain at the sole risk of the Customer during the Hire Period and any further term during which the Equipment is in the possession, custody or control of the Customer until such time as the Equipment is collected by NEC.
 (c) The Customer shall give immediate written notice to NEC in the event of any loss, accident or damage to the Equipment arising out of or in connection with the Customer's possession or use of the Equipment and indemnify NEC in respect of any loss of or damage to the Equipment.

5. CUSTOMER'S OBLIGATIONS

5.1 The Customer shall:
 (a) ensure that the Order is complete and accurate;
 (b) co-operate with NEC in all matters relating to the Services;
 (c) provide NEC, its employees, agents, consultants and subcontractors, with access to the Customer Stand and other facilities as reasonably required by NEC;
 (d) provide NEC with such information and materials as NEC may reasonably require in order to supply the Services, and ensure that such information is accurate in all material respects;
 (e) prepare the Customer Stand for the supply of the Services;
 (f) obtain and maintain all necessary licences, permissions and consents which may be required before the date on which the Services are to start;
 (g) comply with any additional obligations as set out in the Order;
 (h) ensure that the Equipment is kept and operated in a suitable environment, used only for the purposes for which it was designed, and operated in a proper manner by trained competent staff in accordance with any operating instructions;
 (i) take such steps (including compliance with all safety and usage instructions provided by NEC) as may be necessary to ensure that the Equipment is at all times safe and without risk to health when it is being used;
 (j) make no alteration to the Equipment;
 (k) not move or attempt to move any part of the Equipment to any other location without NEC's prior written consent; and
 (l) allow NEC or its representatives access to the Customer Stand for the purpose of removing the Equipment at the end of the Hire Period or earlier where the Customer requests earlier collection or an earlier termination of the Contract.
 5.2 If NEC's performance of any of its obligations under the Contract is prevented or delayed by any act or omission by the Customer or failure by the Customer to perform any relevant obligation (**Customer Default**):
 (a) NEC shall without limiting its other rights or remedies have the right to suspend performance of the Services until the Customer remedies the Customer Default, and to rely on the Customer Default to

relieve it from the performance of any of its obligations to the extent the Customer Default prevents or delays NEC's performance of any of its obligations;
 (b) NEC shall not be liable for any costs or losses sustained or incurred by the Customer arising directly or indirectly from the NEC's failure or delay to perform any of its obligations as set out in this clause 5.2; and
 (c) the Customer shall reimburse NEC on written demand for any costs or losses sustained or incurred by NEC arising directly or indirectly from the Customer Default.
 5.3 The Customer acknowledges that NEC shall not be responsible for any loss of or damage to Equipment arising out of or in connection with any negligence, misuse, mishandling of the Equipment or otherwise caused by the Customer or its officers, employees, agents and contractors, and the Customer undertakes to indemnify NEC on demand against the same, and against all losses, liabilities, claims, damages, costs or expenses of whatever nature otherwise arising out of or in connection with any failure by the Customer to comply with the terms of the Contract.

6. CHARGES AND PAYMENT

6.1 The Charges for the Services shall be as detailed in the NEC Product and Services Order Form which is in force as at the date of the Order Confirmation. In the event that prices are increased between the date of the Order and the date of issue of an Order Confirmation, NEC will notify the Customer of any price increase prior to confirming the Order.
 6.2 The Charges shall become due for payment by the Customer immediately on the date of the Order Confirmation. NEC shall supply the Customer with an invoice for the Charges at the same time as issuing the Order Confirmation to the Customer. Where the Customer has provided bank or credit card details with the Order, the Customer authorises NEC to take payment using the payment details supplied by the Customer immediately upon confirming the Order.
 6.3 All amounts payable by the Customer under the Contract are exclusive of amounts in respect of value added tax chargeable for the time being (**VAT**). Where any taxable supply for VAT purposes is made under the Contract by NEC to the Customer, the Customer shall, on receipt of a valid VAT invoice from NEC, pay to NEC such additional amounts in respect of VAT as are chargeable on the supply of the Services at the same time as payment is due for the supply of the Services.
 6.4 If the Customer fails to make any payment due to NEC under the Contract by the due date for payment, then the Customer shall pay interest on the overdue amount at the rate of 4% per cent per annum above the National Westminster Bank's base rate from time to time. Such interest shall accrue on a daily basis from the due date until actual payment of the overdue amount, whether before or after judgment. The Customer shall pay the interest together with the overdue amount.
 6.5 The Customer shall pay all amounts due under the Contract in full without any set-off, counterclaim, deduction or withholding (except for any deduction or withholding required by law). NEC may at any time, without limiting its other rights or remedies, set off any amount owing to it by the Customer against any amount payable by NEC to the Customer.

7. INTELLECTUAL PROPERTY RIGHTS

7.1 All Intellectual Property Rights in or arising out of or in connection with the Services shall be owned by NEC.
 7.2 The Customer acknowledges that, in respect of any third party Intellectual Property Rights, the Customer's use of any such Intellectual Property Rights is conditional on NEC obtaining a written licence from the relevant licensor on such terms as will entitle NEC to license such rights to the Customer.

8. LIMITATION OF LIABILITY: THE CUSTOMER'S ATTENTION IS PARTICULARLY DRAWN TO THIS CLAUSE

8.1 Nothing in the Contract shall limit or exclude NEC's liability for:
 (a) death or personal injury caused by its negligence, or the negligence of its employees, agents or subcontractors;
 (b) fraud or fraudulent misrepresentation; or
 (c) breach of the terms implied by section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession) or any other liability which cannot be limited or excluded by applicable law.
 8.2 Subject to clause 8.1, NEC shall not be liable to the Customer, whether in contract, tort (including negligence), for breach of statutory duty, or otherwise, arising under or in connection with the Contract for:
 (a) loss of profits;
 (b) loss of sales or business;
 (c) loss of agreements or contracts;
 (d) loss of anticipated savings;
 (e) loss of use or corruption of software, data or information;
 (f) loss of damage to goodwill; and
 (g) any indirect or consequential loss.
 8.3 Subject to clause 8.1, NEC's total liability to the Customer, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, arising under or in connection with the Contract shall be limited to 125% of the total Charges paid under the Contract.
 8.4 The terms implied by sections 3 to 5 of the Supply of Goods and Services Act 1982 are, to the fullest extent permitted by law, excluded from the Contract.
 8.5 This clause 8 shall survive termination of the Contract.

9. TERMINATION

9.1 Without limiting its other rights or remedies, either party may terminate the Contract with immediate effect by giving written notice to the other party if:
 (a) the other party commits a material breach of any term of the Contract and (if such a breach is remediable) fails to remedy that breach within 48 hours of that party being notified in writing to do so;
 (b) the other party takes any step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a solvent restructuring), being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of its assets or ceasing to carry on business;
 (c) the other party suspends, or threatens to suspend, or ceases or threatens to cease to carry on all or a substantial part of its business; or
 (d) the other party's financial position deteriorates to such an extent that in the terminating party's opinion the other party's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy.

9.2 Without limiting its other rights or remedies, NEC may terminate the Contract with immediate effect by giving written notice to the Customer if the Customer fails to pay any amount due under the Contract on the due date for payment and remains in default not less than seven (7) days after being notified to make such payment.

9.3 Without limiting its other rights or remedies, NEC may suspend provision of the Services under the Contract or any other contract between the Customer and NEC if the Customer becomes subject to any of the events listed in clause 9.1(b) to clause 9.1(d) or NEC reasonably believes that the Customer is about to become subject to any of them, or if the Customer fails to pay any amount due under this Contract on the due date for payment.

10. CONSEQUENCES OF TERMINATION

On termination of the Contract for any reason:
 (a) The Customer shall immediately pay to NEC all of NEC's outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, NEC shall submit an invoice, which shall be payable by the Customer immediately on receipt;
 (b) The Customer shall return any Deliverables which have not been fully paid for. If the Customer fails to do so, then NEC may enter the Customer's premises and take possession of them. Until they have been returned, the Customer shall be solely responsible for their safe keeping and will not use them for any purpose not connected with this Contract;
 (c) NEC's consent to the Customer's possession of the Equipment shall terminate and NEC may, by its authorised representatives, retake possession of the Equipment and for this purpose may enter the Customer Stand or any premises at which the Equipment is located;
 (d) the accrued rights, remedies, obligations and liabilities of the parties as at expiry or termination shall be unaffected, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination or expiry; and
 (e) clauses which expressly or by implication survive termination shall continue in full force and effect.

11. GENERAL

11.1 **Force majeure.** Neither party shall be in breach of this Contract nor liable for delay in performing, or failure to perform, any of its obligations under this Contract if such delay or failure result from events, circumstances or causes beyond its reasonable control.

11.2 Assignment and other dealings.

(a) NEC may at any time assign, transfer, mortgage, charge, subcontract or deal in any other manner with all or any of its rights under the Contract and may subcontract or delegate in any manner any or all of its obligations under the Contract to any third party or agent.

(b) The Customer shall not, without the prior written consent of NEC, assign, transfer, mortgage, charge, subcontract, declare a trust over or deal in any other manner with any or all of its rights or obligations under the Contract.

11.3 Confidentiality.

(a) Each party undertakes that it shall not at any time during the Contract, and for a period of two years after termination of the Contract, disclose to any person any confidential information concerning the business, affairs, customers, clients or suppliers of the other party, except as permitted by clause 11.3(b).

(b) Each party may disclose the other party's confidential information:

(i) to its employees, officers, representatives, subcontractors or advisers who need to know such information for the purposes of carrying out the party's obligations under the Contract. Each party shall ensure that its employees, officers, representatives, subcontractors or advisers to whom it discloses the other party's confidential information comply with this clause 11.3; and

(ii) as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.

(c) Neither party shall use the other party's confidential information for any purpose other than to perform its obligations under the Contract.

11.4 Entire agreement.

(a) The Contract constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

(b) Each party agrees that it shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in the Contract. Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in the Contract.

11.5 **Variation.** No variation of the Contract shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

11.6 **Waiver.** A waiver of any right or remedy is only effective if given in writing and shall not be deemed a waiver of any subsequent breach or default. A delay or failure to exercise, or the single or partial exercise of, any right or remedy shall not:

(a) waive that or any other right or remedy; or

(b) prevent or restrict the further exercise of that or any other right or remedy.

11.7 **Severance.** If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of the Contract.

11.8 Notices.

(a) Any notice or other communication given to a party under or in connection with the Contract shall be in writing, addressed to that party at its registered office or such other address as that party may have specified to the other party in writing in accordance with this clause, and shall be delivered personally, or sent by pre-paid first class post or other next working day delivery service or commercial courier.

(b) A notice or other communication shall be deemed to have been received: if delivered personally, when left at the address referred to in clause 11.8(a); if sent by pre-paid first class post or other next working day delivery service, at 9.00 am on the second Business Day after posting or if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed.

(c) The provisions of this clause shall not apply to the service of any proceedings or other documents in any legal action.

11.9 **Third parties.** No one other than a party to the Contract shall have any right to enforce any of its terms.

11.10 **Governing law.** The Contract, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by, and construed in accordance with the law of England and Wales.

11.11 **Jurisdiction.** Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.

ADDITIONAL TERMS APPLICABLE TO SPECIFIC SERVICES

1. BUILDING AND AERIAL SERVICES:

1.1 All floor fixings are of bolt type approved by NEC which allows for the supply of the bolt, fixing with plant in position and restoration of the floor at the end of the Event only. It is the responsibility of the Customer to carry appropriate tools to remove all bolts at the end of the Event. Any damage to the floor other than the original bolt hole will incur an additional charge to make the floor good. The floor fixing is not suitable for up thrust or pull out loads without provision of an appropriate anchor block. Standard fixings allow for bolts up to 75mm above floor for 8 and 10mm diameter and up to 150mm above floor, for all others. Longer bolts will incur further charges. Any bolt size or diameter that is not on the Order Form will have to be requested, and will be subject to NEC's written approval.

1.2 Floor pockets approved by NEC allow for cutting out of the pocket, concreting in of the required item, removal and restoration of the floor at the end of the Event.

1.3 Floor chases approved by NEC allow for cutting out of the chase for installation and burial of Customer's cable or pipe, which is screened with a lightweight cover for the open period of the Event which is removed at the end of the Event and the floor is restored.

1.4 Entry to Service Duct allows for cutting hole in the concrete wall of service duct to be made for installation of the Customer's pipe or cable and removal and restoration of duct at the end of the Event. This Service is only permitted for duct crossing where chases are employed.

1.5 Painting of stand areas allows for painting of exhibition stand with one coat of approved black floor paint. Where paint other than black is used the Customer must allow for repainting of the floor black at the end of Event. All floor paints will be finished to a solid condition and no extra coats will be applied. A minimum of 12 hours painting and drying time is required with a minimum of 24 hours-notice of the commencement of the build as all floor paints should be complete before the end of build. NEC shall arrange for all painting at the Customer's cost.

1.6 The Television and Radio Aerials service allows for the installation, maintenance and removal of an aerial cable which terminates in a standard plug and a single connection on the stand. These items are supplied as single outputs only. Distribution on stands to be our/the Customer's nominated contractor when required.

2. EVENT IT

For the purposes of the provision of Event IT Services the Customer agrees and acknowledges that:

2.1 All call charges incurred by the Customer will be passed on in full to the Customer and shall be payable within 14 days of demand.

2.2 NEC will provide information to the Customer concerning the network settings required within Microsoft Windows.

2.3 No other services will be permitted to be attached to services provided without the written approval of NEC. Only BABT approved apparatus can be connected directly to telecommunications circuits.

3. PIPEWORK/MECHANICAL MAINS

3.1 Pipework mains services include the installation, maintenance and removal of a supply pipe (and drain for water and waste), which terminates in a stopcock and one connection to the Equipment requiring the Service at a position on the stand as indicated on the Customer's dimensional drawing. The main is not metered and the price includes the cost of water, air or gas used.

3.2 Additional connections off standard mains are only applicable at the price as set out on the Price List price where due consideration has been given to:

i) Length of pipe work runs (normally 1m max); and

ii) Safety of pipe work routing; and iii) Total capacity rating of standard main; and iv) Pressure drop limitation; and v) Waste systems generally limited to use on double units only.

4. CCTV CAMERAS TO STANDS

If the Order involves the provision of CCTV cameras (the "Camera(s)") the following additional terms and conditions shall apply:

4.1 In this clause 4 "Build Period" means the period during which the Exhibition is being built; "Break Period" means the period during which the Exhibition is being dismantled and "Open Period" means the period between the end of the Build Period and commencement of the Break Period.

4.2 The Customer shall be required to submit a Service Location Plan (the "Plan") which clearly shows the location on its stand where it wants the Camera(s) installed on or by the date specified by NEC.

4.3 The Camera(s) will be installed as near as possible to the Camera locations marked on the Plan. During the Build Period, NEC shall agree with the Customer the specific location on its stand at which the Camera(s) will be installed.

4.4 NEC do not guarantee that the Camera(s) installed will provide full coverage of the Customer's stand or that they will record footage of all incidents that occur on the Customer's stand, as many factors, including the location of banners or displays on the stand, can limit the coverage which the Camera(s) provide. NEC will however show the Customer or an available representative at the stand at time of installation, the available field of view once the Camera(s) are installed.

4.5 The Camera(s) will be operational from the time of installation until commencement of the Break Period unless otherwise agreed in writing in advance.

4.6 The Customer acknowledges and agrees that NEC will not continuously monitor the CCTV footage recorded by the Camera(s) (the "Footage").

4.7 At times when the Exhibition is closed to both visitors and exhibitors during both the Build Period after installation and the Open Period, the Camera(s) will only record footage when they are activated by their motion detectors.

4.8 NEC will store Footage for a maximum period of 31 days after which the Footage will be automatically deleted unless it is required to deal with an on-going investigation or subject access request under applicable data protection law. NEC reserves the right to delete the Footage after a shorter period where this is required for operational reasons.

4.9 Both parties acknowledge and agree that for the purposes of applicable data protection law, NEC and the Customer are joint data controllers of any Footage.

4.10 NEC will provide the Customer with notice(s) that state CCTV surveillance is taking place on its stand. The Customer agrees to position these notice(s) on its stand so it/they are clearly visible to individuals being recorded by the Cameras. Where these notice(s) are not clearly visible, NEC reserves the right to reposition them or to cease recording without liability to the Customer.

4.11 Where a copy of Footage ("Copy") is released to the Customer, the Customer shall become the sole data controller of that Copy and shall be responsible for ensuring that the Copy is used and stored in a manner that complies with applicable data protection law.

4.12 Under applicable data protection law, NEC may be required to provide access/copies of the Footage to third parties including but not limited to the police or individuals recorded by the Camera(s). The Customer acknowledges and agrees that NEC may provide Footage to third parties in such instances without obtaining the Customer's consent.

4.13 Where the Customer receives a written or oral request to view Footage recorded on the Camera(s) on the Customer's stand, the Customer will immediately notify NEC of this request and provide NEC with such information as it reasonable requires in respect of the request.