

IT Services - Order Form 2009 - 2010

**Please contact us if you have not received confirmation of your order within 7 days.
A late booking charge of 20% of the total order will apply to orders placed within 14 days of the tenancy date.**

Event Name: Start Day: Today's Date:

Exhibitor Contact Details		Stand Name / No.:	<input type="text"/>
Contact Name:	<input type="text"/>	Company Name:	<input type="text"/>
Company Address:	<input type="text"/>	Company Tel.:	<input type="text"/>
		Company Fax:	<input type="text"/>
Postcode:	<input type="text"/>	Company Email:	<input type="text"/>

		Standard Prices	Late Booking Prices (+20%)	QTY	TOTAL
INTERNET ACCESS					
Broadband Internet Connection for 1 PC		£250.00	£300.00		
Wireless Broadband Access (for up to 2 PC's)	DAILY	£95.00			
	EVENT	£250.00			
Additional IP Address (to connect extra PC's/Laptops)		£75.00	£90.00		
Network Switch		£60.00	£72.00		

		Standard Prices	Late Booking Prices (+20%)	QTY	TOTAL
PC's & PERIPHERALS					
PC or Laptop Hire	DAILY	£75.00	£90.00		
	EVENT	£225.00	£270.00		
Laser Printer	DAILY	£35.00	£42.00		
	EVENT	£105.00	£126.00		
42" Plasma Screen (inc. floorstand)	EVENT	£350.00	£420.00		
DVD Player	DAILY	£30.00	£36.00		
	EVENT	£90.00	£108.00		

		Standard Prices	Late Booking Prices (+20%)	QTY	TOTAL
TECHNICIAN SUPPORT					
IT Technician / 4 hrs		£140.00	£168.00		

		Standard Prices	Late Booking Prices (+20%)	QTY	TOTAL
TELEPHONY					
Telephone Line with Handset (inc £5 of calls)		£150.00	£180.00		
Telephone Line with Fax machine (inc £5 of calls)		£180.00	£216.00		

For any additional Information, advice or assistance please contact Exhibition Services on 01423-537223 or email: connecthic@harrogate.gov.uk	Sub Total	
	VAT @ 15.0%	
	Total	

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PAYMENT

If you wish to pay by Credit / Debit Card, please tick the box and we will contact you for the card details.

CREDIT CARD <input type="checkbox"/>	CHEQUE : <input type="checkbox"/>	Amount £ <input type="text"/>	Contact number 1 : <input type="text"/>
Name : <input type="text"/>		Contact number 2 : <input type="text"/>	

Please find enclosed a cheque totalling £ payable in Sterling drawn on a UK Bank made payable to **Harrogate Borough Council**.

PLEASE ENCLOSE PAYMENT WITH ORDER & RETAIN A COPY OF THIS FORM FOR YOUR RECORDS.

Harrogate International Centre does not store any card payment details, therefore any card information will be destroyed after processing the payment

TERMS AND CONDITIONS FOR EQUIPMENT HIRE

Subject to these terms and conditions HIC agrees to hire out the Equipment detailed on the Order Form to the Exhibitor and in return the Exhibitor agrees to pay to HIC the sums set out on the Order Form.

"Exhibitor" is the person, firm, limited company, corporation, public authority or any other body hiring the Equipment from HIC. Any signature, receipt or action by any official, agent, employee or representative of the Exhibitor is deemed to be given with the full knowledge and approval of the Exhibitor and shall be accepted in all respects as though it were the signature, receipt or action of the Exhibitor.

"Equipment" shall mean projectors, lenses, screens, video and DVD recorders, video and DVD monitors and projectors, video cameras, plasma screens, sound equipment, lighting equipment, PC, laptops, printers fax machines and all ancillary accessories.

1. Payment

- 1.1 Orders must be accompanied by full payment inclusive of VAT in Pounds Sterling. HIC reserves the right to refuse to process orders until payment for the supply has been received. Debit/Credit Card details are required as security against call charges and/or loss or damage to Equipment for which the Exhibitor is liable for upon receipt of the equipment until it is safely returned to HIC in accordance with clause 2.2.
- 1.2 Orders cannot be guaranteed unless received 14 days before the start of the event. A short notice provision charge of 20% of the total order will apply to orders placed within 14 days of the start of the event.

2. Collection and Return of Equipment

- 2.1 At all times all Equipment supplied on hire remains the property of HIC. The Equipment shall be delivered to the Exhibitor's stand by HIC before the start of the event. The Exhibitor will be asked to inspect the Equipment and satisfy himself that it is in good working order. The Exhibitor will sign to acknowledge receipt of the Equipment and that it is in good working order.
- 2.2 The Exhibitor is responsible for returning all Equipment to HIC on or before the end of the event. HIC will inspect the Equipment and sign to confirm its return in good working order.

3. Exhibitor's Responsibilities

- 3.1 The Exhibitor shall be responsible for the safe custody of all Equipment supplied on hire and shall keep it at all times on HIC's premises. Risk of damage to or loss of the Equipment will pass to the Exhibitor upon delivery of the Equipment to the Exhibitor.
- 3.2 The Exhibitor shall be responsible to see that the Equipment is operated by competent operators and shall be responsible for the competent handling of the Equipment. The Exhibitor shall not modify the Equipment in any way and shall ensure it is returned in the same condition at the end of the hire period.
- 3.3 Where any part of the Equipment is electrical, it should normally be used with plugs and/or sockets as fitted but if temporarily fitted with other suitable plugs or sockets, this must be carried out by a competent person who must also return it to its original condition. It will be the Exhibitor's responsibility at all times to arrange a suitable supply of electricity for use with the Equipment. Under no circumstances should electrical Equipment be used without it being correctly earthed, unless it is of insulated specification. The Exhibitor will be responsible for complying with the requirements of the Electricity at Work Regulations 1989 or any amendments to them during the

period of your responsibility for the Equipment.

- 3.4 Connection to HIC's network is granted strictly on the basis that the Exhibitor complies with "HIC's Acceptable Use Policy" a copy of which can be found at <http://www.harrogateinternationalcentre.co.uk/>
- 3.5 Connection of hubs, switches, ISA servers, routers or any other devices that are connected with the aim of sharing the internet link amongst multiple hosts is not permitted unless this has been expressly agreed with HIC in writing when placing the order.
- 3.6 The Exhibitor will comply with all relevant laws and regulations, including Health & Safety laws when operating the Equipment.

4. Breakdown and Repairs

- 4.1 HIC takes reasonable precautions to ensure that all Equipment supplied on hire is of sound construction and workmanship. Specifications, and other product details are given in good faith but it may not be possible for HIC to control minor deviations from such specifications and product details and therefore it reserves the right in such cases to supply Equipment of substantially similar specification and detail.
- 4.2 The Exhibitor must inspect the Equipment hired and satisfy itself that it is sound and sufficient for any purposes to which it may be applied. If the Equipment is found not to be working satisfactorily, the Exhibitor must notify HIC immediately. In the event that the Equipment is faulty, HIC shall at its option either repair or replace the defective Equipment within 2 hours. In the event that a repair or replacement is not possible within that time HIC shall refund a proportion of the hire charge of the defective item of Equipment only, such proportion is to reflect the percentage of time the item of Equipment was inoperable. This will be the Exhibitor's sole remedy.

5. Liability

- 5.1 All warranties whether express or implied are excluded. HIC shall not be liable to the Exhibitor for:
 - (a) any fault that is caused by the Exhibitor including but not limited to the Exhibitor's failure to use equipment in accordance with operating instructions or any instructions given by HIC personnel;
 - (b) damage to property or death or injury caused to any persons by or in any way connected with services agreed to be provided, except only where such damage or death or injury is occasioned by negligence of HIC, its employees or agents;
 - (c) any loss, damages or expenses resulting from interruptions in the operation of the Equipment; and/or
 - (d) any other direct or consequential loss suffered by the Exhibitor howsoever caused.
- 5.2 If by reason of force majeure, labour difficulties or shortages of materials or any other cause outside the control of the HIC, HIC is unable to provide all or any of the services ordered by the Exhibitor during the whole or any part of the duration of the exhibition, the Exhibitor's rights shall be limited to the return of a corresponding proportion of the charges paid for such services

6. Cancellation

- 6.1 Cancellation of orders will only be accepted when made in writing. Refunds will only be given if written cancellation is received not less than 14 days prior to the start of the event.