



## Internet Order Form

Manchester Central is a fully WiFi enabled venue

### Green Build Expo 2010

All Exhibitors must complete this form to order Internet connectivity during the above named event.

**Please ensure completed forms are faxed to Manchester Central Computer Services on +44 (0)161 833 3168 by 10 May 2010**

Please contact Computer Services for any technical enquiries  
Tel: 0161 827 8762 Email: [computerservices@manchestercentral.co.uk](mailto:computerservices@manchestercentral.co.uk)

Stand No.  
Location

#### Standard Internet Connectivity

Suitable for exhibitors/organisers requiring a permanent internet connection with specifically allocated bandwidth for the duration of an event. One internet connection can not be split between rooms/stands.

	Standard Rate <i>Per Event</i>	Late Orders <i>Per Event</i>	Quantity	Total (£)
Wireless Internet Connection (one device*) (Up to 2Mbps/512Kbps)	£220	£300		
Additional Connections	£50	£80		
Hardwire connections in Central 1, Central 2 & Exchange Hall	+ £80	+ £120		

\*Routers and switches are not classed as devices.

#### Advanced Internet Connectivity

These connections allow unlimited devices to be connected.

	Standard Rate <i>Per day</i>	Late Orders <i>Per day</i>	Quantity	Total (£)
Dedicated 2MB/2MB Hardwired	£800	£1000		
Dedicated 4MB/4MB Hardwired	£1200	£1400		
Dedicated 6MB/6MB Hardwired	£1500	£1700		
Dedicated 8MB/8MB Hardwired	£1800	£2000		
Dedicated 10MB/10MB Hardwired	£2000	£2220		

#### Connection Services

We also offer a range of bespoke internet and LAN services.  
Please contact Computer Service to discuss.

Public IP address allocation/mapping	£50 Per IP address		
IT PC Engineer (internet, PC or notebook setup)	£75 Per hour		
IT Network Engineer (network setup, dedicated IP addresses, VPN setup)	£150 Per hour		

SUB TOTAL

VAT

TOTAL

**Please Note:**

- All connections are provided through the Manchester Central wireless network unless otherwise stated.
- All internet services are for connection only. Assistance in the setting up of devices can be provided, but will be subject to an additional charge.
- Unless arranged in advance connectivity will be provided at least one hour before commencement of an exhibition/conference.
- Standard working hours are 8.00am to 6.00pm. An out of hours charge will apply for all connections out of this time period.
- Power Distribution is NOT included and should be ordered from our approved contractor.

<b>Event Details</b>	
Event Title <b>Green Build Expo 2010</b>	
Stand Name <i>(if applicable)</i>	Stand No/ Location
Contact	
Contact Email	

<b>Invoice Contact Details</b>		
Title	First Name	Last Name
Company Name		
Invoice Address		
Country		
Postal Code		
Telephone	Fax	
Email		

<b>Payment Details</b>			
<input type="checkbox"/>	Credit/Debit Card Number (AMEX not accepted)	<input type="text"/>	<input type="text"/>
	Name (as shown on card)	Expiry <input type="text"/>	Start Date <input type="text"/>
	Card Type	Issue <input type="text"/>	Authorisation Number <input type="text"/>
	Cardholder's Signature		
	Cardholder's Address		
<input type="checkbox"/>	Cheques must be sent with order form and made payable to "Manchester Central Convention Complex Ltd"		
<input type="checkbox"/>	BACS Transfer Allow 7 working days	Account Name:	Manchester Central Convention Complex Ltd Allied Irish Bank Charlotte Street Manchester  Sort Code: 23-83-96    Account No: 03218086
NB. You are responsible for international transfer charges Any unpaid balance will be debited from your account			

<p><b>Standard Terms:</b></p> <ul style="list-style-type: none"> <li>• All orders are subject to confirmation.</li> <li>• All orders will only be accepted if received with full payment inclusive of VAT before event tenancy and on strict understanding that Manchester Central's terms and conditions apply.</li> <li>• Availability of connectivity and associated packages cannot be guaranteed unless orders are received at least 14 days before event tenancy.</li> <li>• Cancellations will ONLY be refunded if written notice is received not less than 14 days prior to set up date.</li> <li>• Manchester Central does not accept any liability for any expense incurred should customers decide to pre-configure their equipment or stand before receipt of goods or authorised technical information.</li> <li>• On receipt of all hire equipment the customer accepts full liability for loss or damage.</li> <li>• This document forms an agreement with Manchester Central for services &amp; equipment to be in place at the start time of the first open day of the event, not before. We will, however, endeavour to complete installation one day before wherever possible.</li> </ul>
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RETURN TO:  
Manchester Central  
Convention Complex  
Petersfield  
Manchester  
M2 3GX

FORM NO 9a  
This form to be  
returned with  
Form 9

**GREENBUILD EXPO**

TELEPHONE/ISDN/FAX

Rear of Stand


Front of stand

**PLEASE REMEMBER TO TAKE A COPY OF THIS FORM**