

AT YOUR SERVICE...  
EXCELLENCE AS STANDARD



## Exhibitor I.T Order Form

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This form must be completed in full and returned with payment no later than 14 working days before the start of the tenancy, Any orders received after this time will be subject to a late order surcharge of 20%. Prices are valid from 01/01/14 – 31/12/14.

Event Title:

Event Date From:

To:

Contact Name:

Contact No:

Stand Name & No:

Email Address

Prices shown are for the duration of the event (overleaf).



ACC Liverpool Business Centre  
ACC Liverpool, Kings Dock,  
Liverpool Waterfront  
L3 4FP

[businesscentre@accliverpool.com](mailto:businesscentre@accliverpool.com)

Tel: 0151 239 6001 Fax: 0151 708 7063

## Exhibitor I.T Order Form (cont...)

Telephone, Fax & ISDN	Early Order Price	Late Order Price	Quantity	Total
Digital Telephone Line & Handset (plus £10 credit for calls at standard BT rate, anything above charged at the same rate)	£115.00	£138.00		
Digital Line for Fax Machine (machine + digital line)	£95.00 £120.00	£114.00 £140.00		
Analog Line	£129.00	£155.00		
ISDN Line	£190.00	£228.00		
<b>Internet &amp; Data Services</b> ACC Liverpool offers free Wi-Fi access to all visitors, suitable for basic web browsing, should you require an internet connection for any product demonstrations on your exhibition stand, we would recommend ordering a wireless or wired connection to guarantee a high quality service inclusive of technical support. <b>Please note all wired &amp; wireless connections are 1 per device.</b>				
Wired Internet (first connection)	£180.00	£216.00		
Additional wired connection	£60.00	£72.00		
Wireless Internet connection * High bandwidth connection inc Technical Support	£180.00	£180.00		
Additional wireless connection * High bandwidth connection inc Technical Support	£60.00	£60.00		
6-port switch device	£200.00	£200.00		
<b>(All prices are exclusive of VAT)</b>			Total excl. VAT	

### Internet Ports:

Standard HTTP, HTTPS and FTP ports open. Please indicate if you need any specific ports.  
*(There will be a charge agreed for this depending on the complexity of the requirement)*

Ports:

\*The use of any other Wi-Fi connections other than the in house Wi-Fi is prohibited and may result in being disconnected by ACC Liverpool. The venue ICT team regularly monitor the in house Wi-Fi and will report any external Wi-Fi networks identified. If you require multiple Wi-Fi connections please contact the Business Centre to discuss further.

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## Exhibitor I.T Order Form (cont...)

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### Credit Card Payment

Description of Services:

Invoice Number (if applicable)

Type of Credit Card

Type of Account:

Company Name:

Full Name as it appears on the card:

Card Number

CCV Number:

Expiry Date:

Issue No or Valid From Date:

Billing Address:

Postcode:

Telephone No:

Email Address:

### Authorisation of Card Use

I certify that I am the authorised holder and signatory of the card referenced above and that all the information provided is complete and accurate.

I hereby authorise collection of payment for all charges as indicated on the attached booking form, together with a card service charge of 2.5% of the total booking value.

I acknowledge that all orders may be immediately terminated at The Arena & Convention Centre Liverpool's discretion if any charges are declined or charge backs are claimed against any outstanding invoice amount. Disputes to amounts invoiced should be immediately reported to [businesscentre@accliverpool.com](mailto:businesscentre@accliverpool.com).

Authorised Signature:

Date:

Please return all sheets of the completed form to the address at the bottom of the page.

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