



Internet connectivity

Event name	<input type="text"/>		
Exhibitor name	<input type="text"/>		
Event date	<input type="text"/>	Stand no.	<input type="text"/>
Contact name	<input type="text"/>	Telephone no.	<input type="text"/>
Email	<input type="text"/>		

Manchester Central is a fully Wi-Fi enabled venue. Free Wi-Fi is available to all exhibitors (up to 5mb). For exhibitors/organisers requiring a permanent internet connection with specifically allocated bandwidth please choose from the following options:

	Standard rate	Quantity	Late orders	Quantity	Total
Hardwired connection* Up to 10 Mb/s	£300		£400		
Hardwired connection with 1 public IP address* Up to 100 Mb/s	£500		£600		
Premium Wi-Fi** Up to 30 Mb/s 5 GHz Wi-Fi devices only	First device	£175	n/a		
	Additional devices	£50	n/a		
ISDN 2e line	£300		£400		
Analogue telephone line and handset Suitable for fax or PDQ machines	£195		£295		
VoIP telephone line and handset Supports caller ID and hunt grouping when ordered in multiples - ideal for on-site offices	£150		£200		
			Sub total		
			VAT @ 20%		
			Overall total		
			Total inc. 2.5% card charge		

*Wireless routers must not be used without contacting Manchester Central Events IT first.

**Please contact us if you're unsure whether your devices are compatible with 5GHz Wi-Fi.

- All exhibitors must complete both sides of this form to order internet connectivity
- We cannot fulfil hardwire orders that are placed less than 7 days before the start of tenancy
- Late order fees apply to orders placed within 14 days of the tenancy start date
- One internet connection cannot be split between rooms or stands

Invoice details

Organisation name

Invoice address

Telephone no.

Fax no.

Email

Contact name

Method of payment

Full payment must be submitted **14 days** before tenancy. Please read the standard terms below before ordering.

Payment can be made by BACS, CHAPS, cheque or credit/debit card:

- Account details: Manchester Central Convention Complex Ltd, Barclays, Manchester City Office, 51 Mosley Street, M60 2AU
Sort code: 20-55-34 | Account no.: 00832154 | Please include event name and stand number as the reference
- If you would like to make payment by credit/debit card please contact our Accounts Department on 0161 834 2700 – please note that credit/debit card payments are subject to a **2.5% handling charge**
- Cheques should be made payable to **“Manchester Central Convention Complex Ltd”** with the event name and stand number on the reverse and posted to Accounts Receivable, Manchester Central, Petersfield, Manchester M2 3GX
- Invoices featuring IBAN and Swift code can be supplied on request

Standard terms:

- All orders are subject to confirmation
- 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
- Availability of connectivity and associated packages cannot be guaranteed unless orders are received at least 14 days before event tenancy.
- Cancellations will **ONLY** be refunded if written notice is received not less than 14 days prior to set up date
- 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
- On receipt of all hire equipment the customer accepts full liability for loss or damage. Damage to equipment (including hard wires) will incur an additional cost
- This document forms an agreement with Manchester Central for services and 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
- All connections are provided through the Manchester Central wireless network unless otherwise stated

- All internet services are for connection only
- Unless arranged in advance, connectivity will be provided at least one hour before the commencement of an exhibition/conference
- Standard working hours are 8.30am to 5.00pm
- Although we test hardwires before exhibitor tenancy, please check that you hardwire is working when you arrive. If your hardwire is not working, please inform Manchester Central staff ASAP. This is to ensure we have adequate time to resolve any issues before the show opens
- Power distribution is **NOT** included and should be ordered from our approved contractor
- Where hardwires have been ordered, we will place them in the nearest floor duct to your stand with some excess length. It is up to your stand builder to route the wire to the desired location
- Manchester Central staff should be informed immediately of any technical difficulties when attempting to access the internet facilities. Failure to do so will mean that a refund is not possible
- Our VAT Registration number is 864 4481 02
- Wireless routers must not be used without contacting Events IT department prior to the start of the event. Any wireless router deemed to be causing interference with our equipment will be disconnected and a refund will not be possible

Please save and email this form or if you prefer, print and post to:
Manchester Central, Petersfield, Manchester M2 3GX