

Exhibition ICT Order Form



Event: *PLSA Investment Conference 2019*

Date of Conference: *06 – 08 March 2019*

Telecommunications services are available to stand holders through EICC Ltd. Should you require these services, please complete the order form and forward it, with **pre-payment**, to the **Event Design Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH, EH3 8EE.**

Forms must be received 14 days before the Conference commences. Late orders will incur a 30% surcharge.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company		Stand No	
Address			
	Postcode		
Telephone No		Fax No	
Contact Name		E-Mail Address	
Authorised Signatory			

Please supply the following telecommunication requirements:-

No required	Item Description	Daily Charge (£)	Weekly Charge (3-7 days) (£)
	<i>Direct Dial Telephone (DDI)</i> <small>(including £10.00 worth of calls)</small>	95.00	95.00
	<i>Fax Machine including DDI line</i>	195.00	195.00
	<i>Wired Internet Connection</i>	300.00	300.00
	<i>Wireless Internet Connection</i>	300.00	300.00
	<i>Laptop</i>	200.00	450.00
	<i>Desktop PC</i>	200.00	450.00
		Sub Total	
		Plus VAT @20%	
		Grand Total	

*Please note that ISDN Lines are specialist connections and are therefore not suitable for internet access.

Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

The number of units used will be charged at £0.20 per unit (excluding VAT).

An invoice will be issued for the number of units used directly after the Event.

All orders should be accompanied by dates, times and dimensional drawing (in box below) to show the required position of services on the stand.

Please return this form with your payment to:-

**The Event Design Department
Edinburgh International Conference Centre
The Exchange
Morrison Street
EDINBURGH
EH3 8EE**

Telephone Number: 0131 300 3000

Fax Number: 0131 300 3030

Cheques should be made payable to Edinburgh International Conference Centre Ltd, or payment may be made by bank transfer to:-

Bank Name:	Bank of Scotland
Bank Address:	Princes Exchange, 3 Early Grey Street, EDINBURGH, EH3 3BN
Sort Code:	80-11-30
Account No:	00814171
Account Name:	Edinburgh International Conference Centre
IBAN:	IBAN GB42 BOFS 8011 3000 8141 71
SWIFT BIC:	BOFSGB21001

Alternatively, payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB. Please call the above number and ask to speak to the Finance Team in order to make a card payment. Please note we do not accept American Express.