

PLEASE RETURN THIS FORM BY THE DATE SHOWN BELOW **TOGETHER WITH A PLAN** INDICATING HEIGHT AND POSITION OF WIRED ITEMS ORDERED.

Please return all orders via EMAIL to: electrics@alexandrapalace.com

If you have questions about the form, accounts, internet or anything else – please call: **020 8365 4336**

INTERNET / TELECOMMUNICATIONS ORDER FORM

Although we have free Wi-fi – this is only set at 512kbps, so is NOT a high enough bandwidth to make online payments or fast browsing on high bandwidth websites on laptops and tablets. We advise purchasing a secure Wi-fi connection in advance, for anything requiring anything more than basic browsing.

Return by **21/01/2020**
ANY ORDERS RECEIVED LATER THAN
THIS DATE WILL BE SUBJECT TO A
20% SURCHARGE.

Event	Building tradeshow 2020		Stand number	
Company name				
Company address				
Telephone no.		Alternative telephone no.		
Email address				
Contact		Date:		
VAT number (non UK based companies only)*		*Please note unless this number is provided for VAT exemption purposes you will be charged 20% VAT on all orders		

Description (service provided for the whole show) If you have any queries – please call the number at the top of this form Please note all prices are EXCLUSIVE of VAT (please add this in VAT box below)	Early bird cost – ex VAT - if form returned before 21/01/2020	Cost - ex VAT if form returned after 21/01/2020	Number required	Total (£)
Dedicated 1MB Wi-Fi connection	£105.00	£125.00		
Dedicated 2MB Wi-Fi connection	£210.00	£250.00		
Dedicated Broadband Internet Access Wired Connection – 512kbps	£210.00	£250.00		
Dedicated Broadband Internet Access Wired Connection – 1MB	£260.00	£310.00		
Dedicated Broadband Internet Access Wired Connection – 2MB	£370.00	£430.00		
Telephone Line	£170.00	£105.00		
				SUB TOTAL
				VAT**
				TOTAL

****All Non UK based companies - Please provide VAT number at the top of this form - if not provided at this point you will be charged 20% VAT on all orders.**

Please fill in the plan over the page for WIRED items

Alexandra Palace Services Location Diagram

To ensure that your stand is ready on arrival, please mark out your stand space on the diagram below and indicate position and height of all wired telecoms connections and add notes of any other requirements you may have (this diagram is not necessary for any Wi-Fi connections)

Exhibition Name	
Company Name	
Stand Number	

Scale drawing required (suggested scale of 1 square = 1m²)

FRONT OF STAND