

Please contact us if you have not received confirmation of your order within 7 days

Summary of Terms *This order is accepted on the understanding that full IT & Communications terms & conditions apply (available upon request)*

- Orders must be accompanied by full payment inclusive of VAT in Pounds Sterling
- Debit/Credit Card details are required as security against call charges and/or loss or damage to IT & Communications hire equipment for which they are liable upon receipt until they are safely returned
- American Express and Diners Card will no longer be accepted as a payment method
- Delivery of orders cannot be guaranteed unless received 14 days before event tenancy
- Orders accepted after the cut-off date (14 days before tenancy) attract a 20% surcharge per service. Orders accepted during tenancy attract a 20% surcharge PLUS an additional £100 surcharge per service
- ExCeL London - IT & Communications will not be liable for any consequential or other direct or indirect loss suffered by the Customer howsoever caused
- Refunds will ONLY be given if written cancellation is received not less than 14 days prior to tenancy (Subject to an administration charge)
- Power and power distribution are not included, nor provided by IT & Communications
- Connection to the ExCeL London network (LAN) will only be allowed if the customer is in accordance with the IT & Communications Connection Policy

Event / Exhibitor Details

Event Name Event Dates

Stand Number / Room Name Exhibitor Stand Name

NOTE: It is your responsibility to advise us of changes to stand numbers or locations. Any associated remedial work will attract additional charges

Invoice Details

These are the details as they will appear on your invoice (this cannot be changed at a later date)

Title First Name Last Name

Job Title Company

Address

Country Postal / Zip Code

Order Contact Details

We require contact details so we can contact you about your order

Title First Name Last Name

Job Title Company

Telephone Fax

Email Important service information will be sent to this address

Payment

All orders must be received with full payment AND credit/debit card details

Credit / Debit Card details are required as security against all call charges and/or loss or damage to IT & Communications hire equipment. Any unpaid balance will be debited from this card. Your order will not be accepted without this information.

Card Number VISA Other

Start Date End Date Issue Mastercard We do not accept American Express or Diners Card

Cardholders Signature Cardholders Name *as shown on card*

Address

Country Postal / Zip Code

Payment Method (credit card details are also required)

- Please debit my card Bank Transfer (confirmation enclosed)
 Cheque made payable to LIEC (enclosed)

ExCeL London - IT & Communications Bank Details

Barclays Bank PLC Sort Code: 20-65-82
London Corporate Banking Account Number: 40944505
PO Box 15161
50 Pall Mall
London
SW1A 1QA
International Customers may require the following:
IBAN: IBANGB17BARC20658240944505
BIC/SWIFT Code: BARCGB22