

COMMUNICATIONS ORDER FORM

Contact Name:	Event Date:
Event:	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	
Tel Number:	Date:
Email Address:	Signed:

INTERNET	Cost	Quantity	Total
Wired Broadband Connection (RJ45 Connection)			
Min 10mb	£435.00		
Min 20mb	£700.00		
Min 50mb	£995.00		
Min 100mb	£1595.00		
Additional Broadband Connection (Switch)	£250.00		
Are you bringing your own router? <i>If yes, you must order a fixed IP address below</i>		YES	NO
Fixed IP Address <i>A fixed IP address must be purchased if you are bringing your own router</i>	£80.00		
Dedicated Stand Wifi with up to 5 users Min 10mb The access point acts as a router. The bandwidth on the access point is 5ghz, please ensure all devices are compatible. <i>Other speeds available POA</i>	£495.00		
Additional Users (per five units)	£80.00		
Personalised Wifi Address	£80.00		
Stagecraftuk IT Support on site	£50/hr		
	VAT		
	Total		

Please note we do allow external supplied wireless routers to be used on site however you MUST inform us prior to your arrival as you will need to configure your router and order a fixed IP address. Alternatively you can order an Access Point which can be pre-installed on your stand, and will provide the same benefits as a router.

All orders received less than 10 working days before the event build will be subject to a 20% surcharge.

Stagecraftuk reserve the right to substitute specified equipment with a suitable alternative if necessary. All orders are subject to Stagecraftuk's terms and conditions. Goods/Services will not be supplied unless fully paid for in advance. Please tick the box below indicating how you would like to pay: Please state if invoicing name/address is different from the above.

Invoice

Credit/Debit Card

Please return your forms to:

Email: info@stagecraftuk.com **Post:** Stagecraftuk, International Way, Telford, Shropshire, TF3 4JH

Tel: 01952 281600

COMMUNICATIONS ORDER FORM

Please indicate using the grid below the location of the services required. Please also fill in the surrounding stand numbers so that the stand orientation can be attained.

Stand Number



Stand Number



Stand Number



Front of Stand

Your Stand Number

Please complete the Internet Requirements Questionnaire on the next page.

COMMUNICATIONS FORM—REQUIREMENTS

Contact Name:	
Event:	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	

Please complete the below prompts so we can ensure that your Communications Order suits your requirements. If you are unsure on any of the questions, please contact : info@stagecraftuk.com / 01952 281600

1. What do you plan to use the connection for? (Please tick)	
Payment Processing	
Demonstrating a product	
Showcasing a website	
If other please specify:	

2. How many devices will your connection need to cope with? (Please tick)	
1-5	
6-10	

3. What type of devices will you be using? (Please tick)	
iPad/Tablet	
PDQ Machine	
Laptop	
Wireless Printer	

4. Are your devices: (Please tick)	
2.4Ghz	
5 Ghz	
Unsure	

COMMUNICATIONS FORM—REQUIREMENTS

5. Are you bringing any other equipment to site? (Please tick)	
Router	
Patch Cables	
If other please specify	

6. Would you like the Wi-Fi SSID to be in the name of your stand?	
Yes	WiFi SSID Name:
No	