



## **OGF20 / EGEE 2<sup>nd</sup> User Forum**

### **Sponsor Kit**

**Manchester Central  
Manchester, UK  
May 7 - 11, 2007**

**[www.ogf.org](http://www.ogf.org)**

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## GENERAL INFORMATION

### **Event Overview:**

OGF20, presented by the Open Grid Forum and co-located with EGEE's 2nd User Forum, is the premier grid technologies event of 2007. OGF20 will be held May 7 - 11, in Manchester, UK and is hosted by UK e-Science and the University of Manchester. At OGF20, more than 800 grid enthusiasts from around the globe will gather for one week to further grid standards development and workshop eScience's best practices. The event also features a two-day enterprise program that will focus on real world case studies and practical grid solutions.

The 2nd EGEE User Forum provides an important opportunity for innovative applications to establish contact with EGEE and with other user communities, to plan for the future usage of the EGEE grid infrastructure, to learn about the latest technological advances, and to discuss the future evolution in grid middleware.

This combined event will further strengthen the links between EGEE and Open Grid Forum communities.

### **Event Sponsorship:**

For information regarding additional/existing sponsorship opportunities, or to find the necessary forms to apply for Premier or Standard Booth Sponsorship, please refer to the URL below to view the sponsorship prospectus in greater detail. The prospectus also outlines benefits available to the various categories.

[http://www.ogf.org/OGF20/events\\_sponsorship\\_ogf20.php](http://www.ogf.org/OGF20/events_sponsorship_ogf20.php)

**Questions regarding the exhibit hall or your booth logistics should be directed to:  
Karen Kus, Program Manager, Events, Open Grid Forum, +1-312-895-5932,  
[kmkus@ogf.org](mailto:kmkus@ogf.org).**

## EVENT MANAGEMENT TEAM CONTACTS

### **OGF Event Team:**

Executive Director	Steve Crumb	+1-312-895-5931	<a href="mailto:scrumb@ogf.org">scrumb@ogf.org</a>
Program Mgr. Events	Karen Kus	+1-312-895-5932	<a href="mailto:kmkus@ogf.org">kmkus@ogf.org</a>
Program Mgr. Marketing	John Ehrig	+1-925-275-6677	<a href="mailto:jehrig@inventures.com">jehrig@inventures.com</a>
Office Administrator	Jennifer Ehling	+1-312-895-5934	<a href="mailto:ehling@ogf.org">ehling@ogf.org</a>

### **EGEE Event Team:**

EGEE Project Office Mgr. CERN IT/EGE	Kristina Gunne	+41 22 767 4168	<a href="mailto:Kristina.Ulrika.Gunne@cern.ch">Kristina.Ulrika.Gunne@cern.co</a>
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### **Sponsorships:**

Applications/ Finance	Julie Wulf-Knoerzer	+1-312-895-5935	<a href="mailto:wulf@ogf.org">wulf@ogf.org</a>
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### **Exhibition:**

General Booth & Exhibition Inquiries	Karen Kus	+1-312-895-5932	<a href="mailto:kmkus@ogf.org">kmkus@ogf.org</a>
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## DEADLINES CHECKLIST

Due Date	Item	Contact Information
<b>ASAP</b>	Low and High-Resolution Logo and Company description (200 word maximum) for event materials	Karen Kus <a href="mailto:kmkus@ogf.org">kmkus@ogf.org</a>
<b>March 15</b>	Early Bird Registration Deadline	
<b>April 6</b>	Housing Reservation Deadline	<a href="https://www.conferencebookings.co.uk/delegate?EventRef=MNCOGF20">https://www.conferencebookings.co.uk/delegate?EventRef=MNCOGF20</a>
<b>April 16</b>	Audio Visual Orders Due	MCL Manchester Contact: Thagiso ("Taggy") Whyman Hire Desk Administrator Phone :0161 745 9933 Fax :0161 745 9975 <a href="mailto:twhyman@mcl-manchester.com">twhyman@mcl-manchester.com</a> <a href="http://www.mclav.com">http://www.mclav.com</a>
<b>April 16</b>	Internet connection Orders Due	Manchester Central Contact: Wendy Robinson Production Department Phone: +44 (0)161 834 2700 (Ext 2226) <a href="mailto:w.robinson@manchestercentral.co.uk">w.robinson@manchestercentral.co.uk</a> Faxable form attached
<b>April 20</b>	Complimentary Event Registration Names due (Premier Sponsors ONLY)	Karen Kus <a href="mailto:kmkus@ogf.org">kmkus@ogf.org</a>
<b>April 27</b>	Orders Due: <ul style="list-style-type: none"> <li>• Furniture</li> <li>• Lighting</li> <li>• Electric</li> <li>• Signage</li> </ul>	Melvilles Contact: Becky Drinkwater, Event Manager Phone: #011 44 121 780 0324 <a href="mailto:becky.drinkwater@melville.co.uk">becky.drinkwater@melville.co.uk</a> <a href="http://www.melville-online1.co.uk">http://www.melville-online1.co.uk</a>
<b>April 27</b>	Advance Registration Deadline	
<b>April 27</b>	Telephone Orders Due	BT Direct Contact: BT Events Team Phone: +44 0800 289013 Fax: +44 138 220 5508 <a href="mailto:email@events.team@bt.com">email@events.team@bt.com</a> Faxable form attached
<b>ASAP</b>	Shipping / Material Handling	Melvilles (see shipping/material section of this document for critical shipping information) Contact: Matthew Williams Phone: +44 121 780 0324 <a href="mailto:mattew.williams@melville.co.uk">mattew.williams@melville.co.uk</a>

## EVENT SCHEDULE

<b>Event Dates</b>	Conference: May 7-11, 2007 Exhibition: May 8-10, 2007		
<b>Location</b>	Manchester Central Windmill Street Manchester, England M2 3GX +44 161 834 2700 <a href="http://www.manchestercentral.co.uk/">http://www.manchestercentral.co.uk/</a>		
<b>Registration Hours:</b>	Monday	May 7, 2007	8:00 am – 7:00 pm
	Tuesday	May 8, 2007	8:30 am – 5:00 pm
	Wednesday	May 9, 2007	8:30 am – 5:00 pm
	Thursday	May 10, 2007	8:30 am – 5:00 pm
<b>Move-In:</b>	Monday	May 7, 2007	2:30 pm – 5:00 pm
	Tuesday	May 8, 2007	8:00 am – 10:30 am
<b>Exposition:</b>	Tuesday	May 8, 2007	10:30 am – 7:30 pm
	Wednesday	May 9, 2007	9:00 am – 5:30 pm
	Thursday	May 10, 2007	9:00 am – 7:00 pm
<b>Move Out:</b>	Thursday	May 10, 2007	8:00 pm – 12:00 am (Booth dismantle may not begin before 7:00 pm at the close of the EGEE Reception and must be completed by 9:00 pm)
<b>Conference Program:</b>	Monday	May 7, 2007	9:00 am to 7:30 pm
	Tuesday	May 8, 2007	9:00 am to 5:30 pm
	Wednesday	May 9, 2007	8:30 am to 5:30 pm
	Thursday	May 10, 2007	9:00 am to 5:30 pm
	Friday	May 11, 2007	9:00 am to 5:30 pm
<b>Keynotes:</b>	Tuesday	May 8, 2007	9:00 am to 10:00 am 1:00 pm to 2:00 pm
<b>OGF Welcome Reception:</b>	Tuesday	May 8, 2007	5:30 pm to 7:30 pm
<b>EGEE Reception\Demos:</b>	Thursday	May 10, 2007	5:00 pm to 7:00 pm
<b>Show Information:</b>	<a href="http://www.ogf.org">http://www.ogf.org</a>		

## EXHIBITION SERVICE VENDORS / CONTACTS

Service Supplied	Contact Information	Website
<b>Furniture Lighting Electric Signage</b>	Melvilles Contact: Becky Drinkwater Phone #011 44 121 780 0324 <a href="mailto:becky.drinkwater@melville.co.uk">becky.drinkwater@melville.co.uk</a>	<a href="http://www.melville-online1.co.uk">http://www.melville-online1.co.uk</a>  Event Name: OGF20/EGEE User Forum
<b>AV</b>	MCL Manchester Contact: Thagiso ('Taggy') Whyman Phone: 0161 745 9933 Fax: 0161 745 9975 <a href="mailto:twhyman@mcl-manchester.com">twhyman@mcl-manchester.com</a>	<a href="http://www.mclav.com">http://www.mclav.com</a>
<b>Internet</b>	Manchester Central Contact: Wendy Robinson Production Department Phone: +44 (0)161 834 2700 (Ext 2226) Fax: +44 (0) 161 832 8476 <a href="mailto:w.robinson@manchestercentral.co.uk">w.robinson@manchestercentral.co.uk</a>	Orders for internet must be placed by completing and faxing the attached Internet & IT Order Form to Manchester Central
<b>Telephone</b>	BT Direct. Contact: BT Events Team Phone: +44 0800 289013 Fax: +44 138 220 5508 <a href="mailto:email@events.team@bt.com">email@events.team@bt.com</a>	Orders for telephone lines must be placed by completing and faxing the attached Special Event/Exhibition Telephone Service Application Form to BT Communications.
<b>Shipping / Material Handling</b>	Melvilles Contact: Matthew Williams Phone: +44 121 780 0324 <a href="mailto:mattew.williams@melville.co.uk">mattew.williams@melville.co.uk</a>	Arrangements for advance-shipping and material handling can be arranged by contacting Matthew Williams directly at T +44 121 780 0324 or by email at <a href="mailto:mattew.williams@melville.co.uk">mattew.williams@melville.co.uk</a>

**Audio Visual:**

The Audio Visual vendor for OGF20/EGEE 2<sup>nd</sup> User Forum is MCL Manchester. To place an order for audio visual services, please contact Thagiso Whyman, MCL Hire Desk Administrator at +44 0161 745 9933, or by email at [twhyman@mcl-manchester.com](mailto:twhyman@mcl-manchester.com).

**Booth Furnishings:**

Booth equipment, services and furnishings are available through Melvilles. Orders may be placed online by visiting <http://www.melville-online1.co.uk>. You may contact Becky Drinkwater, Melvilles Event Manager directly at +44 121 780 0324, [becky.drinkwater@melville.co.uk](mailto:becky.drinkwater@melville.co.uk), with any questions.

**Business Center:**

There is no business centre facility located within Manchester Central, however there are facilities located in both the Radisson Edwardian and the Midland Hotel which are located directly opposite the main entrance of Manchester Central.

**Carpet:**

The exposition hall will be fully carpeted and Melvilles offers a variety of different colors to customize your area. Please contact Melville's directly at +44 121 780 0324 or order online at <http://www.melville-online1.co.uk>. Please note that if you wish to order additional carpeting that you will be required to order floor panels to place over the existing carpeting prior to laying your special order carpet. Floors panels can be purchased through the Melville on-line ordering site.

**Cleaning:**

The hall will be cleaned every evening. Carpets will be vacuumed and rubbish removed from the aisles each evening. Please be sure to place any trash that you have in a bag and set it in the aisle for pick up. Items left inside the stand will not be touched.

**Electrical:**

Melvilles is the official electrician for OGF20/EGEE 2<sup>nd</sup> User Forum. Please indicate your booth number on the electrical form, which can be found attached with this document. You may contact Melvilles directly at +44 121 780 0324 or place your order on-line at <http://www.melville-online1.co.uk>. Please note that UK operates at 240V - be aware that you will need to use an adapter for your laptops and other items you will bring that need to be plugged into an outlet.

**Hanging Signs:**

There will be no hanging of signs allowed at OGF20/EGEE 2<sup>nd</sup> User Forum.



**Hotel/Travel:**

The OGF20 team has blocked hotel rooms for your stay in Manchester through Marketing Manchester. A list of the hotels with blocks for this event, as well as the link to the Marketing Manchester hotel reservation site can be found below.

<b>Hotel</b>	<b>Single Rate</b>	<b>Double Rate</b>
Radisson Edwardian	£135.00 BB	£145.00 BB
The Midland Hotel	£135.00 BB	£145.00 BB
Novotel City Centre	£125.00 BB	£135.00 BB
Hilton Manchester Deansgate (The rooms are only available on 06, 07 & 08th May 2007)	£115.00 BB	£125.00 BB
Arora International	£ 105.00 RO	£115.00 BB
Thistle Hotel	£ 89.00 BB	£ 99.00 BB
BW Princess on Portland Hotel	£ 85.00 BB	£ 92.00 BB
Britannia Portland Street	£ 85.00 BB	£ 95.00 BB
Britannia Sachas Hotel	£ 85.00 BB	£ 95.00 BB
Days Inn Manchester	£ 72.50 BB	£ 81.45 BB
PTI Portland Street	£ 67.50 BB	£ 75.00 BB
Ibis Hotel - Portland Street	£ 59.00 RO	£ 59.00 RO

**Housing Reference:**

Event Title: The 20th Open Grid Forum/EGEE 2<sup>nd</sup> User Forum

Event Code: MNCOGF20

Event Location: Manchester Central

Link to New Reservations: <https://www.conferencebookings.co.uk/delegate?EventRef=MNCOGF20>

Event From Date: 07 May 2007

Event To Date: 11 May 2007

**Reservations:**

Delegate Contact: Derya Nielsen & Sylvia Herring

Delegate Contact Telephone Number: 0161 238 4563

Reservation Deadline: 06 Apr 2007

**Internet Access:**

Wireless/Wi-Fi access will be readily available throughout the meeting venue, however hard drops can be ordered for your booth by contacting Wendy Robinson at Manchester Central at +44 (0)161 834 2700 (Ext 2226), [w.robinson@manchestercentral.co.uk](mailto:w.robinson@manchestercentral.co.uk), or by completing and faxing the attached Internet / AV order form.

**No Freight Aisles:**

Certain aisles in the exhibit hall will be designated "no freight aisles." These will be identified by floor markings and are to remain clear of crates, cartons and equipment at all times. Show Management will remove any freight obstructing these aisles. Return of freight will be at the exhibitor's expense.

**Registration:**

All individuals must register for the event. Premier sponsors are provided one complimentary All-Access pass.

**Security:**

Show Management will maintain 24-hour perimeter security during set-up, show days, and tear down.

**Show Hours:**

All exhibitors shall abide by the show hours. No exhibitors shall be allowed to dismantle their booth prior to the closing of the show on May 10, 2007 at 7:00 pm. This includes any type of packing such as the packing of brochures, taking down signs, etc. If an exhibitor is found dismantling their booth, measures deemed necessary by Show Management will be taken in order to stop the process.

**Smoking:**

In accordance with laws of the City of Manchester, Manchester Central is a non-smoking venue.

**Sound:**

While there are no formal written restrictions with regard to sound in the exhibition hall, each stand should not hinder any other with the loudness of their exhibits.

**Telecommunications:**

All telephone orders must be placed with BT Events. An order form for BT Events is attached with this document. You will need to print and fax your order form direct to the BT Events Team. You can contact a BT Events Team member directly at +44 0800 289013, or by email at [email@events.team@bt.com](mailto:email@events.team@bt.com).

### **Shipping Options – In-bound Shipments:**

Exhibitors have three options for shipping materials to Manchester Central. Exhibitors can make their own arrangements for shipping services or make advance arrangements through the show contractor, Melvilles, who can handle all services related to in-bound and out-bound shipments for a fee. Details surrounding each option are outlined below.

Please note that Manchester Central **DOES NOT** have any on-site facility to assist in shipping and handling of incoming packages, boxes or crates.

#### **Option 1: Hand-Carry Exhibit Materials on and off of the Show Floor:**

Manchester Central does not have any restrictions on using hand-trucks and trolleys during move-in or move-out through the Exchange Hall at Manchester Central. Exhibitors have the option of bringing their booth materials directly to the show for set up.

**Option #2: Shipments Direct to Show Site** – If shipping direct to show site, please be advised that Manchester Central does not have an official Business Center. Packages shipped direct to show site should be sent to arrive on **Friday, May 4, 2007**. Packages will be signed for and held aside for pick up on Monday morning, May 7, 2007. Manchester Central does not assess any charge for receiving direct to show site packages, boxes or crates.

Exhibitors should stop by the Exhibitors Help Desk located in the Event Registration Area in the Lower Foyer to arrange to pick up of show site shipments. Exhibitors will be responsible for transporting these shipments from storage to their booth.

**Note: Manchester Central is closed on Saturday, May 5 and Sunday, May 6, 2007. Monday, May 7, 2007 is a Bank Holiday in the UK. The local Fed Ex, UPS, DHL and Parcel Line offices will be CLOSED on Monday, May 7, 2007. Therefore, NO DELIVERIES WILL BE MADE to Manchester Central that day.**

#### **Show Site Direct-Shipment Address:**

Manchester Central  
Attn: Craig Beardall (Ext. 2216)  
OGF20/EGEE User Forum  
Booth Sponsor's Name:  
Booth #  
Exchange Hall  
Petersfield  
Manchester  
M2 3GX  
Phone: +44(0)161 8342700

*Out-bound Shipments Direct from Show Site.* Exhibitors who desire to make their own arrangements for return pick-up and ship of materials at the conclusion of the exhibition will be responsible for making arrangements through an outside courier. There are no on-site resources available for shipment of packages from the show floor. A list of local Manchester City Center courier offices can be found below. Exhibitors are responsible for making direct arrangements with their preferred courier for door-to-door service.

FedEx - Units B1 & B2, Southmoor Business Park, Greeba Road, Wythenshaw  
Manchester, Lancashire M23 9ET. Telephone +44 0800 123 800

UPS - The nearest UPS office is in Nottingham. If you telephone the office, they will arrange for door to door service.  
Telephone +44 0845 877 877

DHL - Unit 3, The Parkway, Longbridge Rd., Trafford Park, Manchester, M17 1SN.  
Telephone +44 08701 100 300

TNT - If you telephone the TNT office, they will arrange for door to door service.  
Telephone: UK/Europe/Overseas +44 161 406 7777

SPEED - Same day courier. Serves the UK only.  
Telephone: +44 161 848 8599

APC - Overnight deliveries. UK only.  
Telephone: +44 161 872 4444

**Option #3 – Advance In-bound Shipments to Show Contractor:** Exhibitors may also choose to ship show materials in advance to Melvilles, the show contractor, who will receive, store and deliver any advance shipped items directly to the exhibitors booth prior to show set up on Monday, May 7, 2007 at 2:30 pm. Arrangements can also be made for Melvilles to pick up and store exhibitor crates and boxes during the course of the exhibition for return packing and shipping at the conclusion of the exhibition. Exhibitors will responsible for booking and making payments directly to Melvilles for these services. Please contact Karen Kus [kmkus@ogf.org](mailto:kmkus@ogf.org) or [logistics@melville.co.uk](mailto:logistics@melville.co.uk) for additional information and pricing





## Special Event/Exhibition Telephone Service Application Form

Event Open Grid Forum 7<sup>th</sup>-11<sup>th</sup> May 2007

Venue Manchester Central

Stand Number \_\_\_\_\_

Company Name \_\_\_\_\_

(This should be your full company registered name)

Correspondence/ \_\_\_\_\_

Billing Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Your e-mail address \_\_\_\_\_

Your office & mobile phone numbers \_\_\_\_\_

Provision date \_\_\_\_\_ (Provision date is normally the day before the events starts  
Cessation date \_\_\_\_\_ and the Cessation date is the next working day after it ends).

Requirements	Charges	Qty.
EXCHANGE LINE *	£184.97	
EXCHANGE LINE FOR BROADBAND**	£184.97	
ISDN2e	£472.23	

The charges (inc VAT) quoted opposite include Connection Charge, Rental, TotalCare plus additional charges detailed below, and are correct as of **05/03/07**, but are subject to normal price review. BT will invoice you after the event.

### Additional Charges.

**Complex Provision** charges include the time spent establishing the cable network on site, project management, recovery of lines and material costs, and are based on an engineering survey of the site.

All events with extensive complex provision will now be surveyed and an average price per line will be derived from total costs and applied to each line ordered. **Additional charges will apply if installation takes longer than 2 hours.**

**Overtime charges will apply if your installation is out with normal working hours (Mon-Fri, 8am-5pm).**

A **Short Notice Provision** charge of £64.63 per line will apply to orders placed within 5 working days of the installation date.

All temporary phone lines now include our enhanced "Totalcare" repair service which gives you a guaranteed 4 hour response to any problems reported to **154**, as our engineers are not always on site for the whole duration of the event.

The telephone number(s) allocated may be given to the event organiser. Please tick this box if you object. ☐

\*Standard **analogue** telephone line which can be used with a handset, fax, PDQ machine or modem for dial up internet access.

\*\*Phone line for Broadband (ADSL). ADSL in the UK is a competitive market and BT can only provide a line which supports ADSL, not the ADSL itself. See [www.thinkbroadband.com](http://www.thinkbroadband.com) for a list of Internet Service Providers (ISP's).

A line for ADSL must be installed at a convenient position on site at least 10 days before the buildup, as ADSL can only be provided on a working line, so there is a charge of **£86.95** included in the price quoted above, to shift the line to its final position during the buildup.

**You must contact us at least 20 days before the event if you require ADSL.**

**This application form and a plan detailing the required position of the line, should be faxed or sent to the address opposite.**

**Please allow at least 20 working days notice to process your order and provide service.**

MOIRA CHRISTIE	Tele.	0800 679073
POST POINT 6DTD		+44 (0) 1382 205508
TELEPHONE HOUSE	Fax.	0800 616931
21 WARD ROAD		+44 (0) 1382 228211
DUNDEE		
SCOTLAND	e-mail	events.team@bt.com

# Internet & IT Order Form

## G-Mex Technical ~ Exhibitor Stand Services

F +44 (0) 161 832 8476  
T +44 (0) 161 834 2700  
technical@g-mex.co.uk  
www.g-mex.co.uk



### Internet Connectivity

<b>Broadband</b> Exhibition network connection with on-site configuration & support IP address is allocated by DHCP on a 10.0.0.x network  Additional Computer Connections	Tick Box <input type="checkbox"/> <b>Wireless Option</b>	£ 220.00	Quantity <input type="text"/>	<input type="text"/>
	<input type="checkbox"/> <b>Wireless Option</b>	£ 50.00	<input type="text"/>	<input type="text"/>
<b>Router-based Internet Connection</b> Dedicated line and self-managed router for VPN's and public IP addresses		£ 450.00	<input type="text"/>	<input type="text"/>
<b>Wireless Access Hotspot</b> A complete solution for providing wireless internet access on your stand		£ 850.00	<input type="text"/>	<input type="text"/>

### Equipment Hire - up to a 7 day period - includes delivery & installation.

<b>Laptop PC</b> - Sony Vaio		£ 380.00	<input type="text"/>	£
<b>Desktop PC</b> inc. 17" TFT monitor, multimedia, MS office, wi-fi		£ 300.00	<input type="text"/>	£
<b>Printer</b> - mono laser or colour inkjet <input type="checkbox"/> COL. <input type="checkbox"/> MONO		£ 70.00	<input type="text"/>	£
<b>17" TFT Monitor</b>		£ 135.00	<input type="text"/>	£
<b>21" TFT Monitor</b> inc. table stand and wall bracket		£ 270.00	<input type="text"/>	£
<b>37" Plasma - Standard screen</b> inc. speakers & floor stand		£ 450.00	<input type="text"/>	£
<b>42" Plasma - Widescreen</b> inc. speakers & floor stand		£ 525.00	<input type="text"/>	£
<b>61" Plasma - Widescreen</b> inc. speakers & floor stand		£ 1350.00	<input type="text"/>	£
<b>Professional Video Player</b> <input type="checkbox"/> DVD <input type="checkbox"/> VHS <input type="checkbox"/> MPEG		£ 150.00	<input type="text"/>	£
<b>TV Reception</b> - terrestrial		£ 75.00	<input type="text"/>	£
<b>Stand Sound System</b> inc. headset or handheld microphone		£ 300.00	<input type="text"/>	£

### Internet Stand Solutions

<b>Internet Kiosks &amp; Cafes</b> For on-stand access choose from our modular and customisable solutions for your individual stand configuration.  Includes: > High-speed broadband internet access > Quality PC's with 17" TFT monitor, multimedia, MS office > Designer furniture > Full technical installation and on-site support	<b>Stand-alone Kiosk</b>	£ 650.00	<input type="text"/>	£
	<b>2 PC Kiosk</b>	£ 1200.00	<input type="text"/>	£
	<b>4 PC Internet Cafe</b>	£ 1600.00	<input type="text"/>	£
	<b>6 PC Internet Cafe</b>	£ 2200.00	<input type="text"/>	£
	<b>8 PC Internet Cafe</b>	£ 2800.00	<input type="text"/>	£
	<b>10 PC Internet Cafe</b>	£ 3200.00	<input type="text"/>	£

Sub-Total

£

VAT@17.5%

£

Total Including VAT

£

# Internet & IT Order Form

## G-Mex Technical ~ Exhibitor Stand Services

F +44 (0) 161 832 8476  
T +44 (0) 161 834 2700  
technical@g-mex.co.uk  
www.g-mex.co.uk



### Event Details

Event Title	
Stand Name	No.
Build Dates	
Open Dates	

### Exhibitor Contact Details

Title	First Name
Last Name	
Job Title	
Company Name	
Invoice Address	
Country	
Postal Code	
Telephone	
Fax	
E-mail	

### Payment Details

#### Credit/Debit Card

Name (as shown on card)
Card Type
Address of Cardholder (if different from Invoice Address above)

Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Start Date

--	--	--	--

Issue

--	--	--	--

Expiry Date

--	--	--	--

Authorisation Number

Last 3 digits on reverse of card

--	--	--

Any unpaid balance will be debited from your authorised card

Cardholder's  
Signature

BACS Transfer

**Bank Details:**  
Allied Irish Bank  
Charlotte Street  
Manchester

**Account Name:** G-Mex Limited  
**Sort Code:** 23-83-96  
**Account No.:** 03218086

Enclosed Cheque

Cheques should be made payable to 'G-Mex Ltd'

#### 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 the strict understanding that G-Mex's terms and conditions apply. (copies upon application)  
Availability of connectivity and associated packages cannot be guaranteed unless orders received at least 14 days before event tenancy. Cancellations will ONLY be refunded if a written notice is received not less than 14 days prior to the set up date. G-Mex Ltd. 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.

### Stand Diagram : Please indicate where you require services on your stand




Stand Front

☐

Stand has a platform floor

☐

Stand is shell scheme

Please note carefully the points below :

Cabling is provided to the nearest floorduct before the stand is built.

It is the clients responsibility to ensure the supplied cables are distributed to the final location on the stand.

Services will be installed and connected during standard working hours only. Other times by prior arrangement.

### On-site Contact: Please Complete

Name:	
Company:	
Stand Name:	
Mobile:	Stand No.

### Handover: To be completed on-site

Received by :	Date:
Signed:	
Returned by :	Date:
Signed:	