



# Exhibition ICT Order Form

Conference Name: **British Society for Haematology**

<b>Company</b>		<b>Stand No</b>	
<b>Contact Name</b>			
<b>Address</b>			
		<b>Postcode</b>	
<b>Telephone No</b>		<b>Email</b>	
<b>Authorised Signature</b>			

Telecommunications services are available to stand holders through EICC Ltd. Should you require these services, please complete this form in full and return to the Event Design Department.

Forms must be received at least 14 days before the conference commences. Late orders may incur a 30% surcharge.

**Please supply the following telecommunication requirements:-**

No required	Item Description	Daily Charge*	Weekly Charge* (3-7 days)
	Direct Dial Telephone (DDI) (including £10.00 worth of calls)	£95.00	£95.00
	Fax Machine including DDI line	£195.00	£195.00
	Wired Internet Connection	£300.00	£300.00
	Wireless Internet Connection	£300.00	£300.00
	Laptop:- DVD/CDR, 802.11g, 15" screen (no floppy disk drive)	£200.00	£450.00
	Desktop:- PC DVD/CDR, 7 in 1 card reader, floppy disk drive, 15" LCD screen	£200.00	£450.00
		<b>Sub Total</b>	
		<b>VAT @ 17.5%</b>	
		<b>Total</b>	£

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

The prices above do not include VAT. VAT is applicable and must be added.

ISDN Lines are available for hire but are specialist connections and not suitable for internet access.

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

For DDI line and Fax, an invoice will be issued for the number of units used directly after the Event. Units used will be charged at £0.20 per unit\*

**NOTE: Please complete Page 2 – EICC Payment form.**



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## EICC PAYMENT FORM

The Event Design Department  
The EICC  
150 Morrison Street  
EDINBURGH EH3 8EE

Tel Number: 0131 300 3000  
Fax Number: 0131 519 4062  
Email: lornaq@eicc.co.uk

Payment by bank transfer to:-

<b>Bank Name:</b>	Bank of Scotland
<b>Bank Address:</b>	1 Castle Terrace, EDINBURGH, EH1 2DP
<b>Sort Code:</b>	80-11-30
<b>Account No:</b>	00814171
<b>Account Name:</b>	Edinburgh International Conference Centre

Cheques should be made payable to Edinburgh International Conference Centre Ltd

Payment by Credit / Debit Card: **NOTE: We do not accept American Express**

*Please complete your details below:-*

Cardholder Name:.....

Credit Card No

Expiry Date  Security Code