

# Derby Arena Exhibition Services Booking Form



Event name	<input type="text"/>		
Exhibitor name	<input type="text"/>		
Event date	<input type="text"/>	Stand no.	<input type="text"/>
Contact name	<input type="text"/>	Telephone no.	<input type="text"/>
Email	<input type="text"/>		

Advance rates apply to orders placed before 5pm 14 days before the first build day of the event.  
Late order rates apply to any order placed after 5pm 14 days before the first build day of the event.

## IT SERVICES

Derby Arena is a fully Wi-Fi enabled venue. Free Wi-Fi is available to all exhibitors and guests (up to 5Mbps). For exhibitors/organisers requiring a permanent hardwired connection with specifically allocated bandwidth, please choose from the following options:

Item	Quantity	Advance Rate	Late Orders	Total
Hardwired Internet Connection 25Mbps		£250.00	£350.00	
Hardwired Internet Connection 100Mbps		£300.00	£420.00	
			<b>Subtotal:</b>	

## ELECTRICAL SERVICES

The charges below are for provision of the supply to the specified stand terminating in a socket and do not include any distribution on the stand.

Item	Quantity	Advance Rate	Late Orders	Total
<b>Single Phase Power</b>				
500w 230v socket to exhibition stand		£66.00	£72.40	
2000w 230v socket to exhibition stand		£105.00	£127.00	
3000w 230v socket to exhibition stand		£115.00	£141.00	
16 Amp Ceeform SPN+E 230v Supply		£115.00	£141.00	
32 Amp Ceeform SPN+E 230v Supply		£175.00	£225.00	
63 Amp Ceeform SPN+E 230v Supply		£305.00	£407.00	
<b>Three Phase Power</b>				
32 Amp Ceeform TPN+E 415v Supply		£255.00	£337.00	
63 Amp Ceeform TPN+E 415v Supply		£305.00	£407.00	
125 Amp Ceeform TPN+E 415v Supply		£355.00	£477.00	
Inspection and Testing Fee (per stand)		£150.00	£210.00	
			<b>Subtotal:</b>	

Derby LIVE Production & Technical  
Tel: 01332 255421  
Email: [derbylivetechical@derby.gov.uk](mailto:derbylivetechical@derby.gov.uk)

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## AV/FURNITURE/FACILITIES

Many other items are available upon request. Please contact us for details.

Item	Quantity	Advance Rate	Late Orders	Total
43" Screen with Floor or Table Stand (HDMI or VGA Input)		£82.00	£114.80	
50" Screen with Floor or Table Stand (HDMI or VGA Input)		£87.00	£121.80	
Literature Rack – A4		£84.00	£117.60	
Literature Rack – A5		£84.00	£117.60	
6ft Trestle Table		£5.00	£7.00	
Black Table Cloth for 6ft Trestle Table		£8.00	£11.20	
Silver Round Bar Table (600mm diameter, 1120mm high)		£45.00	£63.00	
White Square Coffee Table (500mm wide, 400mm high)		£45.00	£63.00	
Armless Chair		£2.00	£2.80	
Tensator Barrier Black 0.95m high x 1.8m tape length		£6.00	£8.40	
Sign Holder for Tensator Barrier Black		£2.50	£3.50	
Crowd Control Barrier 2.3m wide x 1m high		£5.00	£7.00	
2T Forklift Truck Hire including Operator per hour		£30.00	£42.00	
Banner Rigging		£POA	£POA	
<b>Subtotal:</b>				

## HEALTH AND SAFETY

Fire Extinguishers:

- WATER - For use on Class A materials (wood, paper, textiles).
- Co2 - For use on live electrical equipment or flammable liquids.
- DRY POWDER - For use on Class A materials (wood, paper, textiles), Class B materials (flammable liquids) and Class C materials (flammable gasses e.g. LPG butane and live electrical equipment).
- FIRE BLANKET – For use in cooking areas.

Item	Quantity	Standard Rate	Late Orders	Total
Fire Extinguisher – Water 9 litre		£10.00	£14.00	
Fire Extinguisher – Co2 5kg		£10.00	£14.00	
Fire Extinguisher – Dry Powder 9 litre		£10.00	£14.00	
Fire Blanket		£10.00	£14.00	
<b>Subtotal:</b>				

All prices are excluding VAT.

## TOTALS

IT Services Subtotal:

Electrical Services Subtotal:

AV/Furniture/Facilities Subtotal:

Health and Safety Subtotal:

Subtotal:

VAT @ 20%:

**Total Amount Payable:**

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## INVOICE DETAILS

Organisation name

Invoice address

Telephone no.

Email

Contact name

## PREFERRED METHOD OF PAYMENT

Please read the standard terms below before ordering.

Full payment must be submitted on confirmation of your order. Derby LIVE shall issue an invoice at the same time as the order confirmation is sent.

Payment can be made by BACS or credit/debit card. Payment details are available on your invoice.

BACS

Credit/Debit Card

### 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 strict understanding that Derby LIVE's terms and conditions apply.
- Availability of connectivity and associated packages cannot be guaranteed unless orders are received at least 14 days before event tenancy.
- Cancellations will ONLY be refunded if written notice is received not less than 14 days prior to set up date.
- Derby LIVE 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. Damage to equipment (including hard wires) will incur an additional cost.
- This document forms an agreement with Derby LIVE for services and equipment to be in place at the start time of the first open day of the event, not before. We will, however, endeavour to complete installation before wherever possible.
- All internet services are for connection only
- Unless arranged in advance, connectivity will be provided at least one hour before the commencement of an exhibition/conference.
- Standard working hours are 8.30am to 5.00pm.
- Although we test hardwires before exhibitor tenancy, please check that your hardwire is working when you arrive. If your hardwire is not working, please inform Derby LIVE staff ASAP. This is to ensure we have adequate time to resolve any issues before the show opens.
- Power distribution is NOT included unless quoted and should be ordered separately.
- Where hardwires have been ordered, we will place them in the nearest area to your stand with some excess length. It is up to your stand builder to route the wire to the desired location
- Derby LIVE staff should be informed immediately of any technical difficulties when attempting to access the internet facilities. Failure to do so will mean that a refund is not possible
- Wireless routers must not be used without contacting us prior to the start of the event. Any wireless router deemed to be causing interference with our equipment will be disconnected and a refund will not be possible.

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