

NEC Product & Services Order Form

Events Ending 1st April 2023 - 31st March 2024

Instructions

- 1 Complete the *Contact Details* section below. We need this information to process your order.
- 2 Select the products / services you require by specifying the quantity in the box provided.
- 3 Ensure you have read the Terms and Conditions. These are available on this order form or online.
- 4 Review and complete the *Stand Plan* section if you have ordered a service that requires installation on the stand.
- 5 Complete the *Payment Preference* section. Please be aware that we operate a pre-payment service.
- 6 Send your completed form to the Venue Services team using the contact details provided.

Important Information

Advanced Cost

For most products, we offer a 30% discount on orders placed up until 14 full days before the start of the *Licence Period**. Products that are excluded from this will have only one cost displayed.

Standard Price

Applied to orders placed from 13 full days prior to the start of the *Licence Period* *, until (and including) the day before the *Licence Period* begins.

* Licence Period

The Licence Period begins the first access day for the "build-up". This may be earlier than your own stand's access.

Stand Plan

Some of our services are pulled from the floor prior to your arrival on site. Please submit a stand plan so that our teams will know where to install the cables/piping.

Without this information, the installation of your service(s) may be delayed or completed in an unsuitable location and this may have an adverse effect on the smooth set-up of your stand. Relocation of the service may incur an additional charge.

Date & Time

Some products require date/time selection for delivery, whilst others are booked on an hourly basis. It is essential that you provide this information in the boxes provided.

Costs shown are exclusive of VAT.

Current products and prices are subject to availability and may change at any time.

Contact Details

If you are ordering on behalf of an Exhibitor, please provide details of YOUR company.

Name of Exhibition: _____

Company Name: _____

Hall No. : _____ Stand No. : _____ Stand Name: _____

Company Address Line 1: _____

Company Address Line 2: _____

City: _____ County / State: _____

Post Code: _____ Country: _____

Company Main Telephone: _____ Company Tax Code: _____

Order Contact First Name: _____ Order Contact Last Name: _____

Order Contact Email: _____

Order Contact Tel No: _____ Position in Company: _____

Onsite Contact Name: _____ Onsite Contact Number: _____

For Office Use

Exhibition Order Form 2023 - 2024

Date: _____ Actioned by: _____

Rate: _____ Note: _____

Stand Plan: _____ Note: _____

Event IT	<input type="checkbox"/>	Utility	<input type="checkbox"/>	FoodToYou	<input type="checkbox"/>	Trades	<input type="checkbox"/>	Cleaning	<input type="checkbox"/>
Security	<input type="checkbox"/>	PDQ	<input type="checkbox"/>	Aerial	<input type="checkbox"/>	CCTV	<input type="checkbox"/>	Other	<input type="checkbox"/>

Details:

Processed:

Date:

Order Number:

Use of Your Information

The NEC Group would like to contact you to provide details of our services, products, events or offers that we feel may be of interest to you. If you would prefer not to receive these emails, please tick the box below, or click "unsubscribe" in any of our emails.

Do not contact me with marketing information:

Please note:

(a) you have legal rights to object to the processing of your data for marketing purposes, and to object to any data processing carried out on the basis of our legitimate interests
 (b) even if you tick the box above, we may still need to send you service communications in relation to your account or any tickets you purchase.
 For more information about the companies within the NEC Group and how we use your information please see our Privacy Policy.

[Our Privacy Policy is available online](#)

Help us to Help You

The NEC is committed to making it as easy as possible for our customers to order products and services from us. If you have any comments or suggestions, please let us know in the space below:

You can also provide feedback via email: exhibitorfeedback@necgroup.co.uk

Payment Preference

Full Payment is required before the event build.

We offer the payment methods below. Please select your preference.

BANK TRANSFER

We will process your order and send a Pro-Forma Invoice with further details on how to make payment.
 Please quote your order number (included with the Pro-Forma) as the payment reference.

Please send me a pro-forma invoice with bank details for payment

CARD PAYMENT

We will process your order and send a Pro-Forma Invoice. As soon as you receive this, you can call us to make payment over the phone **Mon-Fri 9am-5pm**
 Alternatively, a member of our team can phone you.

Please send me a pro-forma and I will phone to make payment

Please phone me to take payment

Card details are not retained once payment has been taken.

Once payment has been received, we will provide an Invoice Receipt via email.

Declaration

By placing this order you confirm that you have read and accept the Standard Terms and Conditions and are duly authorised by the Customer to bind the Customer and make it subject to the rights and obligations as set out in the Agreement.

Please show your agreement by entering your full name and date in the fields below:

Your Name:

Date:

Products & Services

Contents

Contact Details

Use of Your Information and Payment Preference

Hardwired Internet, Connectivity and Equipment Hire 4

Internet & Data Connections	4
Telephony Services	4
Event IT Equipment	5

Utility Services 6

Water & Waste Connections	6
Compressed Air	7
Natural Gas	7

On-Stand Security 8

CCTV	8
Dedicated Security Officer	8

Fire Safety 9

Extinguishers	9
---------------	---

Aerial Services 10

Barriers and Fencing 10

Floor Work and Bolting Down 11

Floor Fixing	11
Floor Work	11

Stand Cleaning Services & Supplies 12

Cleaning Services	12
Production Waste	12
Advanced Stand Cleaning	13

Stand Food & Drink 14

Mixed Platters	15
Beers, Ciders & Spirits	16
Wine and Sparkling Wine	17
Soft Drinks	18
Hot Drinks	19
Equipment and Refills	20
Snacks	21
Disposables	22
No Fuss Packages	23
Food & Drink Hygiene and Cleaning	23
Hygiene Packages	25

Graphics and Rigging 26

Exhibitor Parking 26

Stand Plan 27

Additional Products & Services are available. Please direct enquiries to our team.

These include: advanced connectivity options; bespoke Mechanical Mains supplies; and alternative food items to suite dietary requirements.

Hardwired Internet, Connectivity and Equipment Hire

Our halls have duct lines running under the floor from which cables are pulled. Your services will be installed before event-build as close as possible to the required location (based on your submitted stand plan).

It is the responsibility of the stand builder to route the cable to final location.

Internet & Data Connections

Delivered through a CAT-5 RJ45 cable from the floor ducting.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
5Mbps Broadband Internet	£691.87	£899.43	<input type="text"/>		
10Mbps Broadband Internet	£1,863.00	£2,421.90	<input type="text"/>		
10Mbps Broadband Internet with Static IP Address	£2,328.75	£3,027.38	<input type="text"/>		
20Mbps Broadband Internet	£4,191.75	£5,449.28	<input type="text"/>		
30Mbps Broadband Internet	£6,601.50	£8,581.95	<input type="text"/>		
50Mbps Broadband Internet	£11,002.50	£14,303.25	<input type="text"/>		
70Mbps Broadband Internet	£12,889.12	£16,755.86	<input type="text"/>		
100Mbps Broadband Internet	£16,031.25	£20,840.63	<input type="text"/>		
100Mbps Broadband Internet with Static IP Address	£16,556.62	£21,523.61	<input type="text"/>		
Additional IP Address <small>Support connection of additional device to original ordered connection.</small>	£72.00	£93.60	<input type="text"/>		
VLAN Connection <small>Minimum Order of 2</small>	£202.50	£263.25	<input type="text"/>		

Telephony Services

Line is delivered via cable from the floor duct. Handsets are delivered on last day of build.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Phone Line & Handset Package	£163.12	£212.06	<input type="text"/>		
Telephone Line Only	£149.62	£194.51	<input type="text"/>		
PDQ Machine Package <small>Includes: Terminal; Data Line; and Power (UK Merchant ID Required)</small>	£304.87	£396.33	<input type="text"/>		

Event IT Equipment

Delivered on last day of build.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
8 Port Switch	£102.38	£133.09	<input type="text"/>		
CAT-5 Cable - 5 Metres	£9.56	£12.43	<input type="text"/>		
CAT-5 Cable - 10 Metres	£18.00	£23.40	<input type="text"/>		
CAT-5 Cable - 15 Metres	£25.09	£32.62	<input type="text"/>		
15" Windows Laptop HP 255 G7	£124.88	£162.34	<input type="text"/>		
15" High-Spec Windows Laptop MSI MS-17A1 GT3VR Titan	£210.38	£273.49	<input type="text"/>		
15.4" MacBook Pro Retina Core i7, 1000GB SSD	£316.13	£410.97	<input type="text"/>		
iPad Air 2 32GB	£114.75	£149.18	<input type="text"/>		
Lockable iPad Floor Stand	£50.06	£65.08	<input type="text"/>		
Tryten iPad Air Table Stand	£18.56	£24.13	<input type="text"/>		
22" Touchscreen iiyama T225MTS - Requires Laptop	£230.63	£299.82	<input type="text"/>		
49" Touchscreen	£580.50	£754.65	<input type="text"/>		
55" Touchscreen	£972.17	£1,263.82	<input type="text"/>		
24" Display Screen iiyama E2480HS	£69.75	£90.68	<input type="text"/>		
32" Display Screen Samsung ME32C	£219.38	£285.19	<input type="text"/>		
32" Display Screen LG 32SM5KD	£219.38	£285.19	<input type="text"/>		
43" Display Screen LG 43SM5KD	£306.00	£397.80	<input type="text"/>		
55" Display Screen LG 55SM5KC/SM5KE	£382.50	£497.25	<input type="text"/>		
65" Display Screen LG 65UH5C	£448.88	£583.54	<input type="text"/>		
75" Display Screen LG 75UM3C/UH5E	£1,192.50	£1,550.25	<input type="text"/>		
86" Display Screen LG 86UH5E	£1,428.75	£1,857.38	<input type="text"/>		
98" Display Screen 98LS95A/LS95D	£2,553.75	£3,319.88	<input type="text"/>		
TV Stand with Shelf	£0.00	£0.00	<input type="text"/>		
Unicol Shelf	£0.00	£0.00	<input type="text"/>		
TV Wall Bracket	£0.00	£0.00	<input type="text"/>		

Utility Services

Our halls have duct lines running under the floor from which pipes are pulled. Your services will be installed before event-build as close as possible to the required location (based on your submitted stand plan).

It is the responsibility of the stand builder to route the cable to final location.
Ramping over piped services will not be permitted for health & safety reasons.

Included in the price below, our engineers can perform a *Gas Test*. They will test the supply as far as the valve only and provide a certificate. If using your own gas engineer, we must have their Gas Safe Registered details.

Water & Waste Connections

Water supply: 1/2" Flexi-Pipe 5.6 Bar or 85 p.s.i.

Waste supply: 1 1/2" Pipe 0.38 l/s or 5 g.p.m.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Water & Waste Supply with Connection to Single Sink, Dishwasher or Similar <small>(Not Included: Sink; Power; or Dishwasher etc.)</small>	£889.31	£1,156.10	<input type="text"/>		
Water & Waste Supply with Connection to Single Sink and Heater <small>(Not Included: Sink; Heater; or Power)</small>	£973.12	£1,265.06	<input type="text"/>		
Single Sink and Heater Package: Includes: Sink, Heater, Power, with Water & Waste Supply and Connections	£1,434.93	£1,865.41	<input type="text"/>		
Water & Waste Supply to Single Sink and Dishwasher (or Similar) Within 1 Metre <small>(Not Included: Sink; Power; or Dishwasher etc.)</small>	£1,779.75	£2,313.68	<input type="text"/>		
Water & Waste Supply with Connection to Double Sink <small>(Sink not Included)</small>	£973.12	£1,265.06	<input type="text"/>		
Water Supply Only	£493.87	£642.03	<input type="text"/>		
Waste Supply Only	£493.87	£642.03	<input type="text"/>		
Additional Water Supply to Within 1 Metre of Original Connection	£83.81	£108.95	<input type="text"/>		
Additional Waste Supply to Within 1 Metre of Original Connection	£83.81	£108.95	<input type="text"/>		

Compressed Air

5.6 Bar or 75-90 p.s.i. with normal industrial quality contamination levels.
Female 3/4" (20mm) BSP Connector (30 l/s or 70 cfm free air).

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Compressed Air	£889.31	£1,156.10	<input type="text"/>		
Additional Compressed Air Connection within 1 Metre from Original Connection	£200.81	£261.05	<input type="text"/>		

Essential Information

To assist in the delivery of your Compressed Air, please complete the section below at point-of-order.

Name of On-Site Engineer: _____

Contact Number: _____

What is the required pressure (bar)? _____

If the pressure is **higher than 5.6 bar**, a dedicated compressor may be required. Your NEC Sales Consultant will advise.

What is the required volume (litres per min)? _____

If the volume is **greater than 1,800 litres per min** (30 ltr/sec), a dedicated compressor will be required. Your NEC Sales Consultant will advise.

What is the size of the final connection you require from the valve?

6mm

8mm

10mm

12mm

Other (please specify): _____

What type of connection do you require?

Pushfit

Hosetail

Other (please specify): _____

Will you be making your own connections? _____

If you are **not** making your own connections, how many connections/positions on the stand will be required? _____

Please note: Compressed Air is **Industrial Quality** only.

If clean/medical quality air is required, please contact your NEC Sales Consultant

Natural Gas

1" bsp Isolating Female Valve
Gas Safe test required.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Natural Gas Connection	£889.31	£1,156.10	<input type="text"/>		
Additional Gas Connection within 1 Metre from Original Connection	£200.81	£261.05	<input type="text"/>		
Gas Test	£92.25	£92.25	<input type="text"/>		

On-Stand Security

For your peace of mind, we can supply a dedicated Security Guard to be stationed on your stand. Also available is a CCTV package which includes camera hire, installation and IT.

These measures are to help deter crime. Should an incident occur, CCTV footage can be made available to Security and Police Officers.

No guarantee is made against crime occurring and the NEC accept no liability for loss or damage. Insurance remains the responsibility of the Exhibitor.

CCTV

Camera(s) will need a fixed point on the stand for mounting. It is essential that you supply a stand plan showing: installation of cameras, angle of cover, and cable location. The camera will be activated automatically by movement on the stand within desired time frames (e.g. overnight).

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Exhibitor CCTV Package: 1 Camera	£232.87	£302.73			
Exhibitor CCTV Package: 2 Cameras	£407.25	£529.43			

Dedicated Security Officer

Charged per hour.

Security Officer will be on stand during ordered date / time period(s). Please provide these below.

	Cost per Hour		Officers Required	Total Hours	Charge	
	Advanced	Standard			Advanced	Standard
Dedicated On-Stand Security Officer:	£20.44	£25.00				

Date	Start Time	Finish At	Total Hours	Cost	Date	Start Time	Finish At	Total Hours	Cost

Fire Safety

Delivered on the last day of event build. If you require early delivery, please let us know.

Fire Extinguishers

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
<p style="text-align: center;">Water</p> <p style="text-align: center;">For use on Class A Materials (Wood, Paper, Textiles)</p>	£25.87	£33.63	<input type="text"/>		
<p style="text-align: center;">AFFF (Foam)</p> <p style="text-align: center;">For use on Class A Materials (Wood, Paper, Textiles) and Class B Materials (flammable liquids)</p>	£25.87	£33.63	<input type="text"/>		
<p style="text-align: center;">Dry Powder</p> <p style="text-align: center;">For use on Class A Materials (Wood, Paper, Textiles) and Class B Materials (flammable liquids) and Class C Materials (Gasses and Live Electrical)</p>	£25.87	£33.63	<input type="text"/>		
<p style="text-align: center;">Small CO2 (2Kg)</p> <p style="text-align: center;">For use on Live Electrical Equipment</p>	£25.87	£33.63	<input type="text"/>		
<p style="text-align: center;">Large CO2 (5Kg)</p> <p style="text-align: center;">For use on Live Electrical Equipment</p>	£29.25	£38.03	<input type="text"/>		
<p style="text-align: center;">Wet Chemical</p> <p style="text-align: center;">For use on Class A Materials (Wood, Paper, Textiles) and Class F Materials (Cooking Oils)</p>	£25.87	£33.63	<input type="text"/>		
<p style="text-align: center;">Fire Blanket</p> <p style="text-align: center;">For use in Cooking Areas</p>	£17.03	£22.14	<input type="text"/>		
<p style="text-align: center;">Single Plastic Fire Point</p> <p style="text-align: center;">For Easy Display, Storage, and Access of Extinguisher</p>	£20.92	£27.20	<input type="text"/>		
<p style="text-align: center;">Double Plastic Fire Point</p> <p style="text-align: center;">For Easy Display, Storage, and Access of Extinguishers</p>	£31.02	£40.33	<input type="text"/>		
<p style="text-align: center;">Double Mobile Fire Point</p> <p style="text-align: center;">For Easy Display, Storage, and Access of Extinguishers</p>	£108.28	£140.76	<input type="text"/>		

Aerial Services

Our halls have duct lines running under the floor from which cables are pulled. Aerial cables will be installed before event-build as close as possible to the required location (based on your submitted stand plan).

It is the responsibility of the stand builder to route the cable to final location.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Television Aerial Standard UHF/VHF Single Point	£318.37	£413.88	<input type="text"/>		
Additional Aerial Point To connect a second device from original Aerial Point	£17.88	£23.24	<input type="text"/>		
Radio Aerial Single Point	£328.50	£427.05	<input type="text"/>		

Barriers and Fencing

Delivered to the stand on the last day of build.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Crowd Control Barrier Interlocking Metal 2.5m Wide x 1m High	£7.87	£10.23	<input type="text"/>		
Wheeled Crowd Control Barrier Interlocking Metal With Wheels 2.5m Wide x 1m High	£21.26	£27.64	<input type="text"/>		
Installation of Crowd Control Barrier Charged Per Barrier to be Positioned	£1.80	£2.34	<input type="text"/>		
Tensator Barrier (Minimum Order of 2) Posts with Retractable Ribbon 1.8m Wide (Max) x 0.95m High	£24.75	£32.18	<input type="text"/>		
Ropes & Posts (Minimum Order of 2) Posts Connected by Ribbon 1.5 Wide (Rope Length) x 1m High	£23.62	£30.71	<input type="text"/>		

Floor Work and Bolting Down

Floor fixings are of bolt type. Cost includes supply, fixing and making good of the floor post show. Bolt removal is the responsibility of the of the Exhibitor. The floor fixing is not suitable for up-thrust or pull-out loads without provision of an appropriate anchor block. Standard fixings allow for bolts up to 75mm above floor for 8 and 10mm diameter, and up 150mm above floor for other sizes. Bolts cannot be drilled into duct lines: please refer to the hall plan.

Floor Fixing

Please enter below the size and quantity of the bolts required.

To help us assist in the smooth build up of your stand, please provide an indication of the approximate time you require the bolts to be installed. If you would like the bolts to be installed at different times throughout the building of your stand, please select multiple "Installer Visits" in the relevant column. If staggered delivery is not necessary, please only use one row.

Please note: adherence to the preferred time slots will be by best endeavours of the delivery team and is not guaranteed. If you are not ready for installation during your requested time slot, delivery may be delayed based on workload.

During build, when you are ready for your bolts to be collected, please phone our Helpdesk on 0844 3388 338 (Option 2) or use the red hotline phone in the Organiser Offices.

			Cost		Total Bolts	Charge	
			Advanced	Standard		Advanced	Standard
Bolt Size: 8mm - 15mm			£35.55	£46.22			
Bolt Size: 18mm - 24mm			£53.66	£69.76			

Preferred Delivery Slot			Quantity of Bolt Size (mm)						Total	
Installer Visit	Date	Time Slot	8	10	12	15	18	24	8 - 15	18 - 24
1									0	0
2									0	0
3									0	0
4									0	0
5									0	0

Floor Work

Floor chases allow cutting out of the chase for installation and burial of customer's own cabling or piping, making good with lightweight screed for open period, removal and making good of floor at exhibition end.

Floor painting allows for painting of stand with one coat of approved floor paint. Where paint other than black is used, cost includes repainting back to black at exhibition end.

Painted area must not exceed stand size.

Item Description	Cost		Ordered Quant.	Charge	
	Advanced	Standard		Advanced	Standard
Floor Chase 150mm x 50mm Deep Priced per Metre	£150.75	£195.98	<input style="width: 80px; height: 25px;" type="text"/>		
Painting of Hall Floor a Colour then Back to Black 24 Hours Advanced Notice Required. Minimum Painting and Drying Time. Price per Metre	£7.87	£10.23	<input style="width: 80px; height: 25px;" type="text"/>		

Stand Cleaning Services and Supplies

Please note that standard clean of the stand is included as part of your Exhibitor package. This covers: vacuuming of carpets; wipe down of hard surfaces; and removal of general rubbish. This is for ground-floor (or raised platform) only.

Cleaning Operatives can be hired for general cleaning duties for a more in-depth cleaning of the stand area, or clean of upstairs area.

Cleaning Services

Item Description	Cost	Ordered Quant.	Charge
Cleaning of Upper Floor - Up to 30m2 <small>For Multi-Level Stands: Cost Includes Labour and Materials.</small>	£ 92.20	<input type="text"/>	
Cleaning of Upper Floor - Over 30m2 <small>For Multi-Level Stands: Cost Includes Labour and Materials.</small>	£ 135.00	<input type="text"/>	
Cleaning Operative 4 Hour Shift <small>General Cleaning Duties: Glass; Stand Fixtures and Fitting</small>	£ 92.20	<input type="text"/>	
Portering Service 4 Hour Shift <small>Operative to Assist with Small Carriable Items</small>	£ 92.20	<input type="text"/>	
Portering Service 8 Hour Shift <small>Operative to Assist with Small Carriable Items</small>	£ 184.40	<input type="text"/>	
Portering Service 12 Hour Shift <small>Operative to Assist with Small Carriable Items</small>	£ 276.60	<input type="text"/>	

Production Waste

Container hire and waste disposal. Larger skips are available on request.

Some items will require a Waste Transfer note to be completed on site prior to collection.

Please note, all bins are charged per empty.

Item Description	Cost	Ordered Quant.	Charge
Production Waste Bag	£ 12.37	<input type="text"/>	
120 Litre Food Waste Bin	£ 16.87	<input type="text"/>	
120 Litre Glass Bin	£ 16.87	<input type="text"/>	
120 Litre Wheelie Bin	£ 75.37	<input type="text"/>	
120 Litre Raw Meat Waste Bin	£ 96.75	<input type="text"/>	
1200 Litre Euro Waste Bin	£ 164.25	<input type="text"/>	
120 Litre Lockable Bin	£ 16.87	<input type="text"/>	
5 Litre Clinical Waste Bin	£ 54.00	<input type="text"/>	

Advanced Stand Cleaning

Exhibition Stand ULV Application ('Fogging').

Applied across all areas of the stand, including exhibits, the aim of the process is to assist in the elimination of airborne pathogens and surface bacteria.

A chemical disinfectant is sprayed over the stand as a fine mist, charged with static which causes it to 'cling' on to surfaces offering a more comprehensive covering than manually wiping with a cloth.

All areas should be clean and free from general dirt and dust.

Costs are per application and charged based on the size of your stand.

Stand Area Square M	Under 21	21 to 40	41 to 60	61 to 80	81 to 120	121 to 200	Over 200
Cost per Application	POA	£27.00	£41.62	£55.12	£83.25	£139.50	POA

Stand Size
Applications
Charge

ULV Application

The process is carried out overnight and all orders must be completed no later than 48 hours prior to the requested date.

Please enter dates below against each required application.

1st Application On Night Of:	2nd Application On Night Of:
3rd Application On Night Of:	4th Application On Night Of:
5th Application On Night Of:	6th Application On Night Of:
7th Application On Night Of:	8th Application On Night Of:
9th Application On Night Of:	10th Application On Night Of:

Additional Comments:

Please note that it is the responsibility of the Exhibitor to ensure that all exhibits including furniture/ computers/ monitors/ machinery etc are suitable for such application, whilst ensuring any paperwork and/or clothing is placed in suitable storage prior to the application.

ULV (Ultra Low Volume Application) is offered to assist in the elimination of pathogens and bacteria only. No guarantee is offered, and this process should not be relied upon as the only method of combating covid-19 or any other potential health-threats. Please follow all guidelines with regards to hygiene and social distancing.

Stand Food and Drink

Food and drink delivered to the stand and a date and time that works for you.

Please order products by entering a quantity and provide a delivery date and time slot.

Delivery slots are within an hour period starting 08:30 am to 09:30 and so on.

Minimum order value £15. Cancellations (or part cancellation) will not be permitted within 5 days of your exhibition. Orders must be placed by 11:00 24 hours in advanced, with the exception of snacks, disposables, and equipment hire. Drinks will normally be delivered at ambient temperature.

All items are subject to availability. Prices and products are subject to change.

Should an item or item(s) be unavailable, we will try to replace with a suitable alternative.

Where possible, we are aiming to avoid products containing genetically modified soya, maize, flavourings and additives. However, some food may still contain such ingredients. Please inform us if you have any particular requirements.

Some of the menu items may contain nuts, seeds and other allergens. There may be a risk that traces of these could be in any other dish or food served within the venue. We understand the dangers to those with severe allergies.

Nutritional information is shown with the description of each item. Adults need around 2000Kcal per day.

Items marked ** are VAT exempt. Items marked # will require a bottle opener.

Items marked ⚡ will require power supply on the stand. Ordered through the event contractor.

To place an order:

- 1 **Choose an item you wish to order.**

- 2 **At the top of the item's section, enter the dates of your event that match the days of the week shown.**

- 3 **Enter a time slot for the delivery of the item each day.**

- 4 **Under the relevant date, enter the quantity required that day.**

- 5 **Repeat step 4 for any other days on which you would like the same.**

- 6 **If you would like a second delivery of the same item on the same day, repeat Steps 3 - 5 with the second time slot.**

- 7 **Repeat steps 1 - 6 for all items you wish to order.**

Example:

Item Description	Cost	Time Slot	Delivery Date							Total
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			09-09	10-09						
Food or Drink Item	£10.00	09:30 - 10:30	1	1						£ 30.00
		11:30 - 12:30		1						

Mixed Platters

		Delivery Date							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Item Description	Cost	Time Slot		Quantity				Total	
Meat Sandwich Platter 144Kcal per Quarter	£30.20								
Vegetarian Sandwich Platter 132Kcal per Quarter	£28.05								
Mixed Wrap Platter 113Kcal per Piece	£29.15								
Sandwich platter Chicken (Halal sourced chicken) 122Kcal per quarter	£30.20								
Vegetarian Wrap Platter 118Kcal per Piece	£29.15								
Mini Pastry Platter 84Kcal per Piece	£21.35								
Platter of Mini Muffins 123Kcal per Piece	£18.15								
Vegan Sandwich Platter 124Kcal per Piece	£28.05								
Note:									

Beers, Ciders & Spirits

Item Description	Cost	Time Slot	Delivery Date							Total
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Pravha x 12 330ml Bottles #	£37.45									
Pravha x 24 330ml Bottles #	£64.20									
Staropramen x 12 330ml Bottles #	£39.45									
Staropramen x 24 330ml Bottles #	£76.80									
Coors Light x 12 330ml Bottles #	£35.35									
Coors Light x 24 330ml Bottles #	£63.15									
Caffrey's x 24 440ml Cans	£51.40									
Guinness x 24 440ml Cans	£58.85									
Rekorderlig Apple Cider x 15 500ml Bottles #	£44.95									
Beer Buggy Rental + 50 litres Draught Lager (Pravha) + Ice	£380.00									
Gordon's Gin 70cl	£34.20									
Bell's Whisky 70cl	£34.20									
Smirnoff Vodka 70cl	£34.20									

Note:

Wine and Sparkling Wine

Item Description	Cost	Time Slot	Delivery Date							Total
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
Champagne Laurent Perrier La Cuvee Bottle	£53.45									
Baco Seta Prosecco Extra Dry Bottle	£26.70									
Solandia Nero d'Avola Bottle	£19.25									
Pontebello Pinot Grigio, Venezia Bottle	£19.25									
Lunaris By Callis Malbec San Juan Bottle	£22.45									
Finca Las Moras Seremos Torrontes San Juan Bottle	£22.45									
Monte Verde Merlot Rose (Central Valley) Bottle	£17.10									
Monte Verde Sauvignon Blanc (Central Valley) Bottle	£17.10									
Monte Verde Merlot (Central Valley) Merlot Bottle	£17.10									

Note:

Soft Drinks

Item Description	Cost	Time Slot	Delivery Date							Total
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Still Mineral Water x 12 500ml 0kcal per bottle	£17.70									
Still Mineral Water x 24 500ml 0kcal per bottle	£31.00									
Sparkling Mineral Water x 12 500ml 0kcal per bottle	£17.70									
Sparkling Mineral Water x 24 500ml 0kcal per bottle	£31.00									
Still Mineral Water Bottle 750ml 0kcal per bottle	£4.25									
Sparkling Mineral Water Bottle 750ml 0kcal per bottle	£4.25									
1 Litre UHT Orange Juice Carton 42Kcal per 100ml	£4.25									
Tropicana Smooth Orange Juice 250ml x 8 103Kcal per 250ml	£17.70									
Tonic Water 200ml x 12 42Kcal per 200ml	£10.20									
Slimline Tonic 200ml Water x 12 30Kcal per 200ml	£10.20									
Pepsi 500ml x 12 220Kcal per 500ml	£27.20									
Pepsi 500ml x 24 220Kcal per 500ml	£38.10									
Diet Pepsi 500ml x 12 3 Kcal per 500ml	£26.15									
Diet Pepsi 500ml x 24 3 Kcal per 500ml	£37.00									
Pepsi Max 500ml x 12 2Kcal per 500ml	£26.15									
Pepsi Max 500ml x 24 2Kcal per 500ml	£37.00									
Pepsi Max Cherry 500ml x 12 3Kcal per 500ml	£25.65									
Pepsi Max Cherry 500ml x 24 3Kcal per 500ml	£37.00									
Tango Orange 500ml x 12 95Kcal per 500ml	£26.15									
Tango Orange 500ml x 24 95Kcal per 500ml	£38.10									
7up Free 500ml x 12 10Kcal per 500ml	£26.15									
7up Free 500ml x 24	£27.00									

10Kcal per 500ml

£37.00

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Hot Drinks

Items marked ⚡ will require power supply on the stand. Ordered through the event contractor.

Equipment is hire only. Missing and/or damaged equipment will incur additional charge.

Item Description	Cost	Time Slot	Delivery Date							Total
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
5 Litre Flask of Tea (Black) Including Supplies for Approx. 20 Cups 21Kcal per 8oz Cup	£42.75									
5 Litre Flask of Coffee (Black) Including Supplies for Approx. 20 Cups 21Kcal per 8oz Cup	£42.75									
5 Litre Flask of Hot Water	£28.85									
1.7 Litre Kettle ⚡ Power: 2kw	£19.25									
Twining's Everyday Tea x 50 Bags	£8.55									
Twining's Herbal & Fruit Tea x 20 Bags	£6.95									
Nescafe Original Instant Coffee 1 x 200g	£16.00									
Fairtrade White Sugar Sticks x 100** 10Kcal Each	£4.25									
Brown Sugar Sticks x 100 10Kcal Each	£4.25									
Candarel Sweeteners x 50 9Kcal Each	£3.20									
Fresh Milk 2 Litres 538Kcal per Litre	£4.85									
UHT Milk Jiggers x 120 6Kcal Each	£10.65									
Alpro Almond Milk 1 Litre 240Kcal per Litre	£4.85									
Alpro Soya Milk 1 Litre 420Kcal per Litre	£4.85									
Fair Trade Bulk Brew ground coffee 150g x 2	£10.65									
Coffee Percolator ⚡ 8 - 10 Cups	£37.40									
Nespresso Machine Hire ⚡ Supplies for Approx. 100	£212.00									
Nespresso Capsules x 20	£27.15									
Nespresso Cappuccinatore Milk Frother CS20 ⚡	£43.45									

Note:

Equipment and Refills

Equipment is hire only. Missing and/or damaged equipment will incur additional charge.

		Delivery Date							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Item Description	Cost	Time Slot		Quantity				Total	
Water Cooler, Water and 100 Cups Room Temperature without Optional 600W Power (Not Included)	£101.60								
Water Cooler Cups x 100	£7.45								
Water Cooler Butt and 100 Cups 18.9 Litre	£34.20								
Tall Glasses x 5	£8.05								
Wine Glasses x 5	£8.05								
Cups and Saucers x 5	£11.75								
Teaspoons x 5	£3.75								
Mugs x 6	£10.65								
Glass Jug	£8.55								
Milk Jug	£3.75								
Sugar Bowl	£3.75								
Oval Plates x 5	£6.40								
Champagne Glasses x 5	£8.05								
Wine / Champagne Bucket	£6.40								
Thermal Ice Bucket with Tongs	£6.40								
Ice Bucket Holds 12kg	£27.30								
4kg Bag of Ice	£10.20								
9kg Bag of Ice	£19.25								

Note:

Snacks

		Delivery Date							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Item Description	Cost	Time Slot		Quantity				Total	
Sweet Biscuits 1kg 488Kcal per 100g	£15.55								
Border Luxury Biscuit Selection 800g 475Kcal per 100g	£17.10								
Real Sea Salted Crisps 6 x 40g 176Kcal per bag	£6.40								
Assorted Crisps 6 x 40g 173Kcal per bag	£6.40								
Mini Cheddars 6 x 50g 256Kcal per bag	£6.40								
Dry Roasted Peanuts 6 x 45g 266Kcal per bag	£6.40								
Salted Peanuts 6 x 45g 271Kcal per bag	£6.40								
Nuts and Seed 4 Bags 301 Kcal per 100g	£10.65								
Note:									

Disposables

Item Description	Cost	Time Slot	Delivery Date							Total
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Cold Drink Glasses x 50	£7.45									
Hot Drinks Cups x 25	£7.45									
Wine Glasses x 10	£8.55									
Champagne Glasses x 10	£8.55									
Half Pint Glasses x 50	£7.45									
Paper Plates x 25	£6.40									
Plastic Teaspoons x10	£1.65									
White Serviettes x 125	£5.90									
Wooden Stirrers x 1000	£9.60									

Note:

No Fuss Packages

		Delivery Date							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Item Description	Cost	Time Slot	Quantity					Total	
Breakfast Package:	£64.15								
Mini Muffin Platter									
Danish Pastry Platter									
Plastic Tumblers									
Flask of Tea (black)									
Flask of Coffee (black)									
8 Orange Juice Bottles									
389 Kcal per serving									
Feed the Troops Package:	£97.15								
Meat Sandwich Platter									
Veg Sandwich Platter									
Mini Muffin Platter									
500ml Still Water x 12									
6 Bags of Assorted Crisps									
752 Kcal per serving									
Note:									

Hygiene and Cleaning

Item Description	Cost	Time Slot	Delivery Date							Total
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Blue Paper Roll	£7.45									
Multi Surface Cleaner	£6.70									
Wipe Cloths x 6	£2.70									
Glass Cleaner	£5.30									
Refuse Sacks x 10	£3.75									
Washing Up Bowl	£4.85									
Washing Up Liquid	£4.85									
Rubber Gloves	£3.20									
Tea Towel	£3.20									

Note:

Hygiene Packages

		Delivery Date							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Item Description	Cost	Time Slot		Quantity				Total	
Hygiene Package 1: Alcohol Handgel 1 Box of Latex Gloves	£24.60								
Hygiene Package 2: Sanitiser Spray Blue Paper Roll	£14.45								
Hygiene Package 3: Portable Handwash Basin Liquid Soap Blue Paper Roll	£160.50								
Hygiene Package 4: Calibrated Temp Probe 70 Antibac Prob Wipes	£37.40								
Complete Hygiene Package: All Items Contained in Packages 1-4	£236.90								
Note:									

Graphics and Rigging

Stand out from the crowd...

Make a real statement with attention-grabbing Graphics.

From hanging banners to branded fascia, wall cladding to floor vinyl, our experienced in-house team will help you transform your space with great looking graphics produced, delivered and installed ready for the event.

Ask for a copy of our Exhibitor Graphics Brochure to see the whole range of products available.



...Rise above the competition.

From primary rigging points to lighting truss and complex structures. Let our Technical Sales team help you plan the most efficient way of delivering your stand rigging requirements.

Email technicalsales@thenec.co.uk for a Rigging Enquiry Form. Please note that rigging for your event will be subject to Organiser approval.



Exhibitor Parking

Get closer to the action with Exhibitor Advantage Parking

Available for most events, this service give you access to a designated parking area right behind the exhibition hall, giving you easy access to both the event and your vehicle at any time during the open times of the show.

Book online through our website: https://parking.thenec.co.uk/NECBirminghamexhBooking/?fresh_start=y

You will need to know your hall and stand number.



Advantage parking is available for cars and people carriers only:
no vans are allowed.

If your event is not listed on the parking website two months prior to open, Advantage Parking may not be available for your show.

Space is limited, so book early to avoid disappointment!

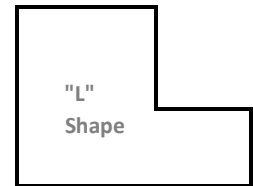
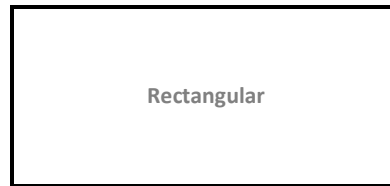
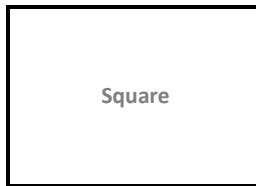
Stand Plan

Some items on your order may require plotting on the stand.

- Please provide a plan of the stand indicating the required location of any of these services you may have ordered.
- The service(s) will be installed as close as possible to the requested location.
- Final position of the services is the responsibility of the stand builder.
- Ramping over piped services will not be permitted for health & safety reasons.
- Should the plan of the stand change at any point, please let us know immediately.
- **Moving of any service after installation may incur additional cost.**

Stand Plan Creator

Step 1 Select the approximate shape of your stand:



Step 2 Assign a number to each product that requires a location

- In any order, assign each product that you have ordered to a number.
- When assigning a number to an internet connection, please enter the speed.
- If an ordered product does not appear in the list, it does not require plotting.
- Only one number should be assigned to each item.

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____
7 _____	8 _____
9 _____	10 _____

**Step 3 Add the names/numbers of your neighbouring stand in the space provided.
This is so we can orientate the plan.**

- Alternatively, you can enter "Hall wall", "Entrance", "Back of Stand" or similar.

Other Points of Reference e.g. Hall Column:

A _____	B _____
C _____	D _____

Step 4 Add the allocated numbers and letters (if any) into the grid within the border.

- Enter the assigned number of the item into any square within the stand area.
- Remember to enter all ordered services.
- Enter the same number into as many squares as the quantity of each item you have ordered.
For example, if you have ordered 2 x 10Mbps internet connections, and assigned them the number 1, you will need to enter the number 1 into two separate squares.
- If you require two services at the same location, use two squares next to each other in the grid.

Stand Plan

Neighbouring Stand: _____

Neighbouring Stand: _____

Legend

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Add the same number more than once if ordering multiples of that item.

A _____

B _____

C _____

D _____