

## IEC Event Services

### IT Booking Form

#### Event Information

Name:	Event Name:
Company Name:	Event Dates:
Contact Number:	Stand Name:
Fax Number:	Stand Number:
Company Address:	Email Address:
Onsite Contact Number:	Onsite Contact:

#### Booking Information - all of the below include IT support

	Price	Quantity
Wireless Internet Connection - 8mb speed, 1 pass per computer	£ 20.00	
Internet Connection - 10mb speed, cost per stay	£ 125.00	
Upgraded Internet - Bandwidth of 512kb, cost per stay	£ 150.00	
Upgraded Internet - Bandwidth of 1mb, cost per stay	£ 250.00	
Fax Service - x1 Fax Machine, x1 Analogue Line. Cost per stay <small>Please note power supply is not included, and please be aware this is not compatible with PDQ machines.</small>	£ 195.00	
Digital Telephone Service (VOIP) - cost per stay <small>Includes x1 digital telephoneconnection and x1 handset and line Please be aware this is not compatible with PDQ machines.</small>	£ 105.00	
Analogue Line - cost per stay <small>Suitable for PDQ machines - please contact our IT department to check suitability of your machine - email itsupport@ricoharena.com</small>	£ 125.00	
ISDN Connection - cost per stay	£ 130.00	

#### Payment Information

Card Number:	
Card Type:	Expiry Date:
Start Date:	Issue No
Post Code	Address:
Name on Card:	
Security Number:	

Please note: All payments are due within 14 days before event date. All cheques should be made payable to "Letheby & Christopher" and sent to the accounts department at the address above. For BACS payments: Natwest Bank, Northfield, Birmingham. Account No: 85797529 Sort

Code: 60-15-26

Vat Reg No 466-4777-01

Arena Coventry Conference & Banqueting is managed by Compass Services (UK) Limited, a member of Compass Group PLC.

Reg. Office: Parklands Court, 24 Parklands, Birmingham Great Park, Rubery, Birmingham. B45 9PZ

#### RICOH ARENA

71 Phoenix Way, Foleshill, Coventry CV6 6AQ

Tel: 0844 873 6500 Fax: 0844 873 6598 Email: events@ricoharena.com

[www.theiec.com](http://www.theiec.com)

A member of Compass Group plc Registered in England and Wales 2114954 VAT Reg No 466 4777 01

