

## IT-Services Order Form 2018/2019

Harrogate Convention Centre, King's Road, Harrogate, North Yorkshire, HG1 5LA, T: 01423-500500  
Email: [Exhibitionservices@harrogateconventioncentre.co.uk](mailto:Exhibitionservices@harrogateconventioncentre.co.uk)

All fields marked with an (\*) are required

Event Start Date\*      Event Name\*

Company Name\*      Email Address\*

Contact Name\*      On-Show Contact Name\*

Contact Number\*      On-Show Contact Number\*      Stand Name\*      Stand Nr.

Invoice Address\*      Additional Information/Instructions

Internet Access\*\*

PC's And Peripherals

Telephony

IT Technical Support

Hours

Orders placed less than 7 days prior to the event "get in" date will be subject to 20% Surcharge

\*\* Connection of own devices, such as switches, routers, wireless access points or any other devices that are connected with the aim of sharing the internet link is not permitted unless expressly agreed with Harrogate Convention Centre .

If you have any queries please call  
Exhibition Services on 01423 537448 or  
email :  
[Exhibitionservices@harrogateconventioncentre.co.uk](mailto:Exhibitionservices@harrogateconventioncentre.co.uk)

Sub Total ( Ex.VAT)  
VAT @ 20%  
**Grand Total**

## TERMS AND CONDITIONS FOR EQUIPMENT HIRE

Subject to these terms and conditions Harrogate Convention Centre agrees to hire out the Equipment detailed on the Order Form to the Exhibitor and in return the Exhibitor agrees to pay to Convention Centre the sums set out on the Order Form.

"Exhibitor" is the person, firm, limited company, corporation, public authority or any other body hiring the Equipment from Harrogate Convention Centre. Any signature, receipt or action by any official, agent, employee or representative of the Exhibitor is deemed to be given with the full knowledge and approval of the Exhibitor and shall be accepted in all respects as though it were the signature, receipt or action of the Exhibitor.

"Equipment" shall mean projectors, lenses, screens, video and DVD recorders, video and DVD monitors and projectors, video cameras, plasma screens, sound equipment, lighting equipment, PC, laptops, printers fax machines and all ancillary accessories.

### 1. Payment

- 1.1 Orders must be accompanied by full payment inclusive of VAT in Pounds Sterling. Harrogate Convention Centre reserves the right to refuse to process orders until payment for the supply has been received. Debit/Credit Card details are required as security against call charges and/or loss or damage to Equipment for which the Exhibitor is liable for upon receipt of the equipment until it is safely returned to the Convention Centre in accordance with clause 2.2.
- 1.2 Orders cannot be guaranteed unless received 14 days before the start of the event. A short notice provision charge of 20% of the total order will apply to orders placed within 14 days of the start of the event.

### 2. Collection and Return of Equipment

- 2.1 At all times all Equipment supplied on hire remains the property of Harrogate Convention Centre. The Equipment shall be delivered to the Exhibitor's stand by Harrogate Convention Centre before the start of the event. The Exhibitor will be asked to inspect the Equipment and satisfy himself that it is in good working order. The Exhibitor will sign to acknowledge receipt of the Equipment and that it is in good working order.
- 2.2 The Exhibitor is responsible for returning all Equipment to Harrogate Convention Centre on or before the end of the event. Harrogate Convention Centre will inspect the Equipment and sign to confirm its return in good working order.

### 3. Exhibitor's Responsibilities

- 3.1 The Exhibitor shall be responsible for the safe custody of all Equipment supplied on hire and shall keep it at all times on Harrogate Convention Centre's premises. Risk of damage to or loss of the Equipment will pass to the Exhibitor upon delivery of the Equipment to the Exhibitor.
- 3.2 The Exhibitor shall be responsible to see that the Equipment is operated by competent operators and shall be responsible for the competent handling of the Equipment. The Exhibitor shall not modify the Equipment in any way and shall ensure it is returned in the same condition at the end of the hire period.
- 3.3 Where any part of the Equipment is electrical, it should normally be used with plugs and/or sockets as fitted but if temporarily fitted with other suitable plugs or sockets, this must be carried out by a competent person who must also return it to its original condition. It will be the Exhibitor's responsibility at all times to arrange a suitable supply of electricity for use with the Equipment. Under no circumstances should electrical Equipment be used without it being correctly earthed, unless it is of insulated specification. The Exhibitor will be responsible for complying with the requirements of the Electricity at Work Regulations 1989 or any amendments to them during the

period of your responsibility for the Equipment.

- 3.4 Connection to Harrogate Convention Centre's network is granted strictly on the basis that the Exhibitor complies with "Harrogate Convention Centre's Acceptable Use Policy" a copy of which can be found at:  
[www.Harrogateconventioncentre.co.uk](http://www.Harrogateconventioncentre.co.uk)
- 3.5 Connection of hubs, switches, ISA servers, routers or any other devices that are connected with the aim of sharing the internet link amongst multiple hosts is not permitted unless this has been expressly agreed with Harrogate Convention Centre in writing when placing the order.
- 3.6 The Exhibitor will comply with all relevant laws and regulations, including Health & Safety laws when operating the Equipment.

### 4. Breakdown and Repairs

- 4.1 Harrogate Convention Centre takes reasonable precautions to ensure that all Equipment supplied on hire is of sound construction and workmanship. Specifications, and other product details are given in good faith but it may not be possible for Harrogate Convention Centre to control minor deviations from such specifications and product details and therefore it reserves the right in such cases to supply Equipment of substantially similar specification and detail.
- 4.2 The Exhibitor must inspect the Equipment hired and satisfy itself that it is sound and sufficient for any purposes to which it may be applied. If the Equipment is found not to be working satisfactorily, the Exhibitor must notify Harrogate Convention Centre immediately. In the event that the Equipment is faulty, Harrogate Convention Centre shall at its option either repair or replace the defective Equipment within 2 hours. In the event that a repair or replacement is not possible within that time Harrogate Convention Centre shall refund a proportion of the hire charge of the defective item of Equipment only, such proportion is to reflect the percentage of time the item of Equipment was inoperable. This will be the Exhibitor's sole remedy.

### 5. Liability

- 5.1 All warranties whether express or implied are excluded. Harrogate Convention Centre shall not be liable to the Exhibitor for:
    - (a) any fault that is caused by the Exhibitor including but not limited to the Exhibitor's failure to use equipment in accordance with operating instructions or any instructions given by Harrogate Convention Centre personnel;
    - (b) damage to property or death or injury caused to any persons by or in any way connected with services agreed to be provided, except only where such damage or death or injury is occasioned by negligence of Harrogate Convention Centre, its employees or agents;
    - (c) any loss, damages or expenses resulting from interruptions in the operation of the Equipment; and/or
    - (d) any other direct or consequential loss suffered by the Exhibitor howsoever caused.
  - 5.2 If by reason of force majeure, labour difficulties or shortages of materials or any other cause outside the control of Harrogate Convention Centre, Harrogate Convention Centre is unable to provide all or any of the services ordered by the Exhibitor during the whole or any part of the duration of the exhibition, the Exhibitor's rights shall be limited to the return of a corresponding proportion of the charges paid for such services
- ### 6. Cancellation
- 6.1 Cancellation of orders will only be accepted when made in writing. Refunds will only be given if written cancellation is received not less than 14 days prior to the start of the event.