



## Balmoral Show 2017 – Eikon Exhibition Centre

### Wi-Fi & Wired Internet Access Service

Hello, we are Atlas Communications and we can provide Internet access for exhibitors at the Balmoral Show 2017.

If you need a connection to the Internet for your stand it's as simple as 1,2,3,4.

- 1) Pick the service you need for your stand, a wired or Wi-Fi Internet connection below
- 2) Fill in the below form with your details and return it to [rebecca.whittley@atlas-comms.com](mailto:rebecca.whittley@atlas-comms.com)
- 3) Pay by either direct payment into our account or by credit card through PayPal. Let us know when you have made the payment please let us know so we can match your payment to your order.
- 4) We will email your code for access (if Wi-Fi connection has been chosen) a few days before the event.

#### Some things to note:

- Wired Internet connections must be booked and paid for at least 5 calendar days before the event starts to ensure we can have your connection ready.
- The service is for general Internet use. If you have a particular need for dedicated high capacity connections, please call us.
- Don't share your Wi-Fi Access Code or connection with others.
- We are unable to take care of your device that you access the Internet with so please make sure that it has any necessary wired and wireless capabilities on-board.
- One wireless connection will allow you to connect 1 device to the Wi-Fi. If you wish to connect more than 1, you will need to buy an additional connection.
- If you require multiple wired connections, pricing per cabled connection so if you have 2 computers you need to connect by wire, please note the number of cabled connections.
- Please contact us for Internet connections, both wired and Wi-Fi, not the event organiser.

Have any queries? Let us know the event you are exhibiting at when you call.

**Contact us on 00 44 2890 786868 or [rebecca.whittley@atlas-comms.com](mailto:rebecca.whittley@atlas-comms.com).**



## ORDER FORM FOR BALMORAL SHOW 2017 – EIKON EXHIBITION CENTRE

Please complete the form below and return to

[rebecca.whittley@atlas-comms.com](mailto:rebecca.whittley@atlas-comms.com)

<b>Company Name</b>	
<b>Address Line 1</b>	
<b>Address Line 2</b>	
<b>County</b>	
<b>Postcode</b>	
<b>Tel No</b>	
<b>Contact Name</b>	
<b>Contact Email</b>	

Pick your service below	Insert the number of connections required	Price EXC VAT per connection	VAT (20%)	Price INC VAT per connection
Wi-Fi Internet Connection for event duration (per device)		£40.00	£8.00	<b>£48.00</b>
Wired Internet Connection for event duration (per cabled connection)		£200.00	£40.00	<b>£240.00</b>

**Please tell us your stand location at the Exhibition Centre**

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I/we understand and have agreed that the above services are to be provided by Atlas Communications at the prices stated.

**SIGNED FOR AND ON BEHALF OF** \_\_\_\_\_ (COMPANY)

**Name (and capacity)** \_\_\_\_\_  
 (A person duly authorised to enter into contracts on behalf of the customer)

**Date** \_\_\_\_\_

## How to Pay

There are two ways to pay for your Internet Service. Please note that we must receive payment before the service is activated and Atlas is not responsible for delays or errors in any payment platforms resulting in payments being late or not reaching us.

Please do the following to help us track your payment and avoid confusion

- 1) Please put the following reference on your payment:  
Your Company Name and Event Name  
e.g. ABD Ltd, Widgets Show
- 2) Email [rebecca.whittley@atlas-comms.com](mailto:rebecca.whittley@atlas-comms.com) when you have made your payment. If you make the payment via PayPal, please attach a screenshot of the payment.

## Ways to Pay

### 1) **Bank Transfer: You can transfer payment to us at:**

**Bank:** First Trust

**Address:** 425 Ormeau Road, Belfast, BT7 3GQ

**Account Number:** 03937005

**Sort code:** 93-83-94

**Account Name:** Atlas Communications (NI) Ltd

IBAN: GB94 FTBK 9383 9403 9370 05

BIC: FTBKGB2B

### 2) **Pay via your PayPal account or by credit card via our PayPal**

- 1) Logon to: [www.paypal.com](http://www.paypal.com)
- 2) Click "Send and Request"
- 3) Click "Pay for goods or services"
- 4) Follow the instructions and when prompted for our account email address enter:  
[accounts@atlas-comms.com](mailto:accounts@atlas-comms.com)

**Remember to have your event and company name referenced on the transaction so we can match your order to it.**