

Please send remittance to: **Fax orders to:** 01423 537210

**Management Services  
Harrogate International  
Centref  
King's Road  
Harrogate  
N Yorkshire HG1 5LA**

**Enquiries:** 01423 500500  
*(and ask to speak  
to the event's Event  
Planner)*



**Website:** [www.harrogateinternationalcentre.co.uk](http://www.harrogateinternationalcentre.co.uk)

**HARROGATE INTERNATIONAL CENTRE: ELECTRICAL CONNECTION CHARGES  
CONTRACTORS' ELECTRICAL ORDER FORM**

*(Please complete in CAPITALS)*

**EVENT TITLE:** \_\_\_\_\_

**EVENT DATES:** From: \_\_\_\_\_ To: \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**Town:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_ **Tel No:** \_\_\_\_\_

**MAINS POWER, INCLUSIVE OF CONSUMPTION FOR EXHIBITION HALLS A, B, C, D, M, E, F AND QUEEN'S SUITE**  
*(Prices applicable from 1st April 2010 until 31st March 2011)*

Per Event	Cost	Qty	TOTAL £
20 amp three phase – Cee form <i>(Exhibition Halls A, B, C only)</i>	£240		
32 amp three phase – Cee form	£380		
63 amp three phase - Cee form	£540		
125 amp three phase - Cee form	£1,080		

**24-hour Rates**

32 amp three phase - Cee form <i>(Exhibition Halls A, B, C only)</i>	£760		
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Per Event	Cost	Qty	Cost	Qty	
By Prior Agreement - HIC 13 amp sockets	£30		24hr £60		
By Application – Exhibition Halls 24 hour supply	£160		£240		

**Sub-total  
(excluding VAT)** \_\_\_\_\_

**VAT  
(at the prevailing rate)** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**NOTE:** A short notice provision charge of 12.5% of the total order will apply to orders placed less than **14 DAYS** prior to the tenancy date.

## SUMMARY OF TERMS AND CONDITIONS

- 1 Orders must be received **14 DAYS prior** to the exhibition get-in day.
- 2 **NO GUARANTEE CAN BE MADE FOR ORDERS PLACED LESS THAN 14 DAYS PRIOR TO THE EXHIBITION GET-IN DAY.**
- 3 **ORDERS PLACED LESS THAN 14 DAYS PRIOR WILL BE SUBJECT TO A 12.5% SURCHARGE.**
- 4 Orders will only be accepted on the official electrical order form.
- 5 **IMPORTANT- FULL PAYMENT MUST BE RECEIVED WITH ORDER – Please ✓ one of the following options:**

**by cheque, made payable to HARROGATE BOROUGH COUNCIL**      **Gross:** £ \_\_\_\_\_

For completion of records, and as a VAT receipt, an invoice will be raised to yourself detailing the goods requested. This invoice will be paid by the cheque you have submitted.

**by credit or debit card**      **Gross:** £ \_\_\_\_\_

For this payment method, please contact **HIC Reception on 01423 500500** during normal office hours. On completion of the payment you will be given an **E-payment reference**. Please ensure you **write the E-payment reference CLEARLY in the box below before submitting your order form** either: by **Post (address overleaf)** or by **Fax to 01423 537210**.

**E-payment reference:**    **DC**

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**NOTE:** Failure to pay for your order prior to the event will result in either HIC failing to induce the facility until payment has been received, or a 12.5% surcharge being added for administration of the account.

- 6 Refunds will only be given if **written** cancellation is received not less than **14 DAYS prior** to the exhibition get-in day.
- 7 Prices quoted are for the provision of electrical mains and electricity consumption (excluding VAT).
- 8 All electrical installations must meet the requirements of **BS7671:2008** and current amendments.
- 9 All electrical installations must be inspected and tested, with results entered on forms provided by the HIC. Electrical services are not to be used until satisfactory forms are submitted.
- 10 All electrical work and equipment will comply with the Electricity at Work Act 1989.
- 11 Each block of stands will have a separate main with a maximum of 6 stands per block. Sub-main distribution is not permitted (except when informed by HIC that dedicated mains are unavailable).
- 12 One four-way multi-socket trailing lead (maximum length 2 meters) per socket outlet permitted. Plug-in adapters are not allowed.
- 13 All operatives carrying out electrical work shall be suitably qualified and competent. Evidence may be requested by the HIC.
- 14 Cee form plugs can be loaned free of charge. **A penalty of £100 + VAT will be levied if not returned.**
- 15 Method statements and risk assessments are to be supplied through the Events Exhibition Organiser

**I agree to the Terms and Conditions:**

**Signature:** \_\_\_\_\_ **Print name:** \_\_\_\_\_

**Position in company:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If you have any queries - please call 01423 500500  
and ask to speak to the Event Planner assigned to your particular event**

<b>For office use only:</b>																					
Date form received:	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																				
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