

INTERNET ACCESS APPLICATION FORM

Please complete all sections of this application form and return via email to **internet@skopik.nz**

Billing Information

Company Name: _____

Postal Address and PostCode: _____

Contact Person: _____

Contact Number: _____

Email Address: _____

Event Information

Event Name: _____

Stand Number: _____

Trading Name At Event: _____

Contact Person During Event: _____

Contact Mobile No. During Event: _____

Contact Email Address During Event: _____

To guarantee your booking please complete the credit card payment details below.

A receipt will be emailed to you within 2 working days of processing.

Skopik Ltd accepts Visa and Mastercard credit cards only

Name On Card: _____

Card Number: _____

Expiry MM/YYYY: ____ / ____

3 Digit Code: ____

NOTE: All bookings are subject to Skopik terms and conditions.

I agree to the terms and conditions on page 3 and 4 of this form.

Name: _____

Date: _____

Title: _____

Signed: _____

TERMS & CONDITIONS

WiFi Passwords

- It is the exhibitors responsibility to test all log in details on setup day prior to the Event/Show.
- Skopik take no responsibility for the loss or misplacement of WiFi Passwords.
- The exhibitor must be aware that some selected devices may vary on the connection speed supplied by Skopik.

Hardwired Internet

- Skopik will run the cable to your stand on exhibitor set up day.
- Skopik will not be responsible for the visibility of the cable within your stand.
- Should you require extra lengths of hardwired cabling, this must be arranged prior to the event. Skopik only cater for a standard sized stall. Additional charges will apply for all requests made on or after Exhibitor set up day.
- The connection will be tested on exhibitor set up day. Once an Skopik employee has activated the Internet at your stand, they are not responsible for logging on to your selected device.
- ASB Showgrounds and Skopik prohibit the use of any additional routers or access points without prior arrangement.
- If you require Skopik to assist with your setup, a minimum fee of \$150 + GST will be charged.

Private Wireless Network

- It is at the discretion of Skopik who is allocated Private Wireless Networks.
- Only one user name and one password will be supplied per Private Wireless Network.
- A Skopik employee will only provide the login details to the e-mail address supplied on the booking form of the event contact. It is the customers' responsibility to ensure the correct person has this at the event.
- Skopik will not be responsible for the setup of the exhibitors selected devices within their stand.
- ASB Showgrounds and Skopik prohibit the use of any additional routers or access points without prior arrangement.
- If you require Skopik to assist with your setup, a minimum fee of \$150 + GST will be charged.

You must not connect any unapproved router or device to our cable, this will affect the network capacity and is prohibited due to fire, health and safety rules.

Equipment Rental

All equipment remains the property of Skopik Ltd.

- The renter will be liable for the replacement cost of any lost or stolen equipment.
- The renter will be liable for any costs associated with the repair of damaged equipment, including, but not limited to, damage from dropping equipment, fire damage, liquid damage or any other misuse or negligence on the part of the renter.
- In the case of irreparable damage, the full replacement cost of the equipment plus any additional fixtures or fittings will be enforced by Skopik.
- Skopik reserves the right to charge the credit card of the renter for any replacement or repairs to any lost or damaged equipment.
- A cancellation fee of \$100 + GST applies to any orders cancelled once booked either on line or through a Skopik employee.

- If Skopik is called out to attend to a fault and the fault is deemed not a Skopik fault, the exhibitor will be charged a minimum of \$150 + GST call out fee.
- Once your equipment rental has been set up at your stand by a Skopik employee, Skopik are not responsible for any movement or replacement of the device. Should you require your equipment at a desired location, this must be arranged and located on a site map prior to Exhibitor set up day.
- A Skopik employee will be on site for the Exhibitor set up day, to drop off and install equipment, along with a quick reference manual.
- Should you require onsite training, please advise Skopik prior to the event and a technician will provide you with the available times. All training will be carried out on Exhibitor set up day. For any training that is not pre-arranged, additional charges will apply.
- No equipment is to be left unattended throughout the opening hours of your Event/Show.
- A Skopik employee will be on site at the end of the Event/Show to collect all rented equipment, unless pre-arranged with Skopik, prior to the Event/Show.
- If, for any reason, the equipment is removed from the Event/Show, Skopik must be contacted immediately and advised of its location. The renter will then be responsible for the delivery of all equipment back to Skopik. All equipment must be returned immediately. While the equipment is in transition, the renter is liable for any loss or damage sustained.
- Any equipment returned after the Show end date, will incur a late fee or an additional weekly rental charge.
- NOTE: Skopik are not permitted to provide extension cords so if you require this service, you will need to contact the contracted ASB Showgrounds Electrical Supplier.
- All expenses will be charged on exhibitors Credit Cards, prior to assistance being provided.

Technical Support

- For all on site support other than pre-arranged training, additional charges will apply based on an hourly rate of \$60 + GST with a minimum charge of 1 hour.
- All on site assistance will be attended to in order of booking.
- For all additional work/support, exhibitors Credit Cards will be charged prior to assistance being provided.
- A standard call out fee of \$150.00 + GST will apply for any technical response deemed not to be the fault of Skopik on Setup days and Event show days. A fee of \$110 + GST per hour will be charged for any additional time requested. Please note this will only apply if the issue is deemed to be user error.