

## INTERNET ACCESS APPLICATION FORM

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

### Billing Information

Company Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Accounts Contact Person: \_\_\_\_\_

Accounts Contact Number: \_\_\_\_\_

Accounts Email Address: \_\_\_\_\_

### Event Information

Event Name & Date: \_\_\_\_\_

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 1 week of the event along with support contact details.**

*NOTE: 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: \_\_\_\_\_

## OPTIONS

### **Basic wireless internet access**

This option has been provided **FREE OF CHARGE** by **XPO Exhibitions Limited**

**NETWORK NAME: Autumn Gift Fair**

**PASSWORD (case sensitive): AUTUMNGIFT25**

***This option includes access to our wireless network throughout all halls at the ASB Showgrounds.***

If your WiFi enabled devices are to connect to the internet for the purposes of web browsing or access to email, then this is for you. NOTE: This option will not support streaming, multi media or transactional software.

**1. Hard wired connection from our network to your device**

**\$250.00 + GST**

This option includes one hardwired connection from our network to your device, installed right into your stand. If you must have a stable connection to the internet/cloud services or require a low latency, high bandwidth connection for online gaming/streaming media, then this is it. We'll drop a cable into your stand ready for connection to your devices' network port. If possible, please let us know where in your stand you would like your connection delivered.

**2. Add a WiFi Router for your own private wireless network**

**\$60.00 + GST**

This option includes the addition of a WiFi router to your hardwired connection put up in your stand just for you. This package is available to those that would like to stream media from the cloud/internet on your WiFi enabled devices as a part of your multimedia presentation, or connect a larger number of wireless devices in a single area around your stand.

**3. Add a Switch**

**\$50.00 + GST**

This option includes the addition of a Switch to your hardwired connection put up in your stand just for you. This package is available to those that need to hard wire multiple devices within your stand. You can supply your own cabling from the switch to your device/s or we can supply this for you (see the next option)

**4. Additional cabling for option 3**

**\$50.00 + GST**

This option provides additional cabling to option 3 above.

This package is available to those that need to hardwire multiple devices and require cables to be supplied to achieve this.

**5. Add a WiFi Router/switch combined**

**\$100.00 + GST**

This option encompasses both options 2 and 3 above.

This package is available to those that need to connect a larger number of wireless devices in a single area around your stand as well as the option to hardwire multiple devices.

**6. Set up assistance**

**\$150.00 + GST**

This option includes a Skopik technician attending your stand to assist with the setup of your equipment. This is a flat charge for 0-1.5 hours only – additional fees will apply if your assistance goes beyond this time.

## TERMS & CONDITIONS

### WiFi Service

- 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.

### NOTE: We have come across problematic experiences with the following devices:

- Tablets/iPads (2013 and older)
- Older/cheaper mobile devices (2015 and older)
- Chromecast
- EFTPOS and Point of sale devices
- Bluetooth devices
- Magic mirrors
- Any device made for a small office or home office environment

***Please note that this is a harsh environment for wireless, due to the very large number of devices transmitting and receiving data. Most consumer grade products, like iPads and Chromecast, are designed for home use and not commercial environments such as this due to their hardware. We do not recommend that these types of devices are used, as you may not have the best possible experience.***

### 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 a Skopik employee has activated the Internet at your stand, they are not responsible for logging on to your selected device.
- Auckland Showgrounds and Skopik prohibit the use of any additional routers or access points without prior arrangement. ***You must not connect any unapproved router to our cable, this will affect the network capacity is prohibited due to fire, health and safety rules.***

### Private Wireless Network

- 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.

### 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.
- 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.
- 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.
- 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 transit, 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 Auckland Showgrounds Electrical Supplier.

### **Technical Support**

- For all onsite support, additional charges will apply.
- All onsite 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.
- 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.
- All expenses will be charged on exhibitors Credit Cards.