**“France Media 2024”**

**INTERNET ORDER FORM**

In order to ensure that your technical requirements are adequately catered for we kindly request you to provide as much information as possible with regards to the connection(s) that you require. Should you have any specific needs, please do not hesitate to contact the **MICE Events** **Office** for assistance.

Company: ……………….………………………………………………………………………….................................

Room Name/Stand Number …….……………………………………………………………………………………….

Contact Name: …………………………………..….. Position: ……………………….. ……….……………………...

Address: ………………………………………………………………………………………........................................

Post Code/Zip Code: …………………………..…………………. Country ……………………………………………

Telephone:………………………………… Fax:……………….…………………………………................................

Email………………………………………………………………………………………………………………………..

***We require your Credit Card details on this form or a Cheque enclosed, to be received no later than 10 working days before the event’s date and made payable to “Novotel London West”:***

***Last 4 Digits of the Credit Card No: ………………***

***Expiry Date: ….………………………………………...***

***Name & Position: ………………………………………***

***Signature:……………………………………………….***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CONNECTION TYPE:** | **COST per day (Inclusive of VAT):** | **QUANTITY/NUMBER OF DAYS:** | **NUMBER OF DEVICES:** | **MAC ADDRESS OF ANY DEVICES THAT WILL BE USED:** | **SUBTOTAL:** |
| Wired | £30 per day  |  |  |  |  |
| Wi-Fi | Complimentary |  |  |  |  |
| Wi-Fi | £350.00 per connection |  |  |  |  |
| **TOTAL COST:** |  |  |  |  |  |

* **Please also provide a brief summary of what exactly the internet connection is required for to ensure that all of your needs are met in advance (please note that a MAC address enabling fee of £XX will be applied to any devices which need to connect but are unable to navigate the connection portal page – e.g. switches, routers, printers)**

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*Please return this form* ***two weeks before the event*** *to:*

***MICE Sales Office***

***NOVOTEL LONDON WEST***

***H0737-sb13@accor.com***

***Tel: 00 44 (0)20 8237 7793***