



# Booking FORM



## BOOKING COMPANY:

Company Name as you would like it displayed in the programme book:

## ADDRESS:

## CONTACT NAME

For payment receipt / invoice correspondence

## TEL:

## MOBILE:

This must be a number of a person who will be present onsite at the meeting

## FAX:

## EMAIL:

## EXHIBITION STAND

Stands measuring **under 12sqm** are supplied with shell scheme and are priced at **£470 per sqm + VAT**  
Stands measuring **12sqm or over** are **not** supplied with shell scheme and are priced at **£440 per sqm + VAT**

Please indicate your first and second choice number for stand allocation:

## FIRST CHOICE:

(stand number)

## SECOND STAND CHOICE:

(stand number)

Exhibitors are entitled to 2 complimentary exhibitor badges, per 9 square meters of stand space. Please note that the exhibition staff will not be admitted into the scientific sessions. NB - Lunch on Monday, Tuesday and Wednesday and refreshments during breaks are included for all delegates and exhibition staff.

Extra stand personnel over the complimentary allocation will be charged at **£115 per person**

## LOGISTICAL CONTACT

The person/s responsible for managing the exhibition space:

## NAME:

## COMPANY:

## TEL:

## EMAIL:

## SPONSORSHIP OPPORTUNITIES

### ITEM 1:

### COST:

### ITEM 2:

### COST:

### ITEM 3:

### COST:

### ITEM 4:

### COST:

# Booking FORM (cont.)



## EXHIBITOR PROFILE No more than 100 words (this is required)

Please provide your company logo as a high resolution jpeg or vector to: **conferences@bioscientifica.com**

## PAYMENT SUMMARY

EXHIBITION STAND	TOTAL: £
ADDITIONAL PERSONNEL	TOTAL: £
SPONSORSHIP	TOTAL: £
CONFERENCE DINNER TICKETS	TOTAL: £
<b>TOTAL AMOUNT DUE</b>	<b>£</b>

If you would like to be invoiced for conference dinner tickets, stand personnel, exhibition or sponsorship please provide a PO number:

### PO NUMBER:

(Please note if no PO number is stated an invoice will be raised without this)

### PAYMENTS BY CHEQUE:

Please make cheque payable to Society for Endocrinology

### PAYMENTS BY CREDIT CARD:

Please charge my: Access ☐ Mastercard ☐ Visa Card ☐ Maestro ☐

Card Number                 Expiry Date   /

Start Date:   /   Issue Number   Three digit security code:

This can be found on the reverse of the card and is the last three digits shown in the signature strip

**SIGNATURE:**

**DATE:**

## CANCELLATION POLICY relating to sale of exhibition space and sponsored items

All cancellations must be received in writing.

Should confirmed bookings be cancelled the following charges will apply:

Less than 6 months but more than 3 months before the meeting - **50% off total fee**

Less than 3 months but more than 1 month before the meeting - **75% off total fee**

Less than 1 month before the meeting - **100% off total fee**

☐ I have read and agreed to the terms written above

**SIGNATURE:**

**DATE:**

**Please forward your completed form to:** Amanda Helm, Society for Endocrinology, 22 Apex Court, Woodlands, Bradley Stoke, Bristol, BS32 4JT UK. Tel: +44 (0)1454 642210 Fax: +44 (0)1454 642222  
Please provide your company logo as a high resolution jpeg or vector to: **conferences@bioscientifica.com**

### Data Protection Act:

The details you provide on this form will be held and processed and we may pass on your details to other interested parties.

If you do not wish your details to be used in this manner, please tick this box. ☐