



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 **£485 per sqm + VAT** Stands measuring **12sqm or over** are **not** supplied with shell scheme and are priced at **£455 per sqm + VAT**

Shell scheme package: includes shell booth/walls, fascia board, 1x table, 2x chairs, power socket and spot lights. Carpet will only be included if the exhibition hall floor is not of sufficient quality and needs a carpet. Electricity is not included and the cost charged per stand will be passed onto the shell scheme exhibitor.

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

FIRST CHOICE:

SECOND STAND CHOICE:

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 **£120 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 250 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: £

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

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: Sophie Tovey, Society for Endocrinology, 1600 Bristol Parkway North, Bristol, BS34 8YU UK. Tel: +44 (0)1454 642470 Fax: +44 (0)1454 642222. Please provide your company logo as a high resolution jpeg or vector to: conferences@bioscientifica.com

General Data Protection Regulation:

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

If you are happy for us to pass your details to be passed on, please tick this box.