**Exhibition Stand Booking Form**

Name of Organisation: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**N.B.** ASPiH reserves the right to disallow any product / service from the exhibition that is deemed as inappropriate according to the ASPiH stated mission & objectives.

**To reserve your stand, please refer to the floor plan in the exhibition guide and complete the table below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibition Space** | **Price excl. VAT** | **Purchase Order No/Invoice Reference** | **Preferred Stand Numbers**  **(max of 3 choices)** |
| 3m x 2m Exhibition Stand  ***(inc table, 2 chairs, entry into the programme and app with 100 word company profile, 2 stand personnel)*** | £1,400 |  |  |
| |  | | --- | | Single Socket Outlet (2amp – 500w) | | £65 □ |  |
| |  | | --- | | Single Socket Outlet (5amp – 1000w) | | £95 □ |  |
| |  | | --- | | Single Socket Outlet (10amp – 2000w) | | £150 □ |  |
| |  | | --- | | Single Socket Outlet (13amp – 3000w) | | £185 □ |  |

**ASPiH reserve the right to alter the layout of the stand plan and to transfer a company to an appropriate alternative site**

**PLEASE NOTE: 100% pre-payment is required before Monday 25th September 2017.**

**Innovations Showcase Area**

Showcase your novel and innovative solutions and interventions for healthcare simulation-based education alongside other commercial exhibitors, NHS Trusts, Universities and individuals in the Innovations Showcase Area.

**Acceptance for space and demonstration will be based on an abstract submission’s relevance, utility and Innovation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Innovation Showcase** | **Price excl. VAT for a Commercial Company** | **Price excl. VAT for Trust/University bespoke models/products** | **Purchase Order No/Invoice Reference** |
| Includes: Dedicated table/stand space for the duration of the conference, opportunity to present a 10 minute *live* demonstration and one company representative. | £750 □ | £250 □ |  |
| |  | | --- | | Single Socket Outlet (2amp – 500w) | | £65 □ |  |  |
| Single Socket Outlet (5amp – 1000w) | £95 □ |  |  |
| Single Socket Outlet (10amp – 2000w) | £150 □ |  |  |
| Single Socket Outlet (13amp – 3000w) | £185 □ |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Additional Staff Rate**  **Price excl. VAT** | **Quantity**  **Required** | **Total Cost** |
| **Day Rates - Tuesday 7th OR Wednesday 8th November 2017** | £50.00 per person/per day |  |  |
| **Full Conference – - Tuesday 7th and Wednesday 8th November 2017** | £100.00 per person |  |  |

**Additional Stand Personnel**

**Additional Conference Dinner Tickets**

If you would like to purchase any extra tickets that are not included in your exhibition package then please fill out the below section.

**ASPiH**  
c/o Executive Business Support Ltd, City Wharf, Davidson Road, Lichfield, WS14 9DZ  
**T:** 01543 442144 **E:** events@aspih.org.uk

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**Stand Personnel Names**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **Registration**  **Type** | **Attending on which days?** *(please circle/highlight which days you require)* | **Attending**  **Conference Dinner?** | **Special Dietary**  **requirements** |
|  |  | Exhibitor - Complimentary | Tue/Wed |  |  |
|  |  | Exhibitor - Complimentary | Tue/Wed |  |  |
|  |  | Exhibitor | Tue/Wed |  |  |
|  |  | Exhibitor | Tue/Wed |  |  |
|  |  | Exhibitor | Tue/Wed |  |  |
|  |  | Exhibitor | Tue/Wed |  |  |

|  |  |  |
| --- | --- | --- |
| **Number of tickets required** | **Dietary requirements if any** | **Total Cost - £42.50pp (excl VAT)** |
| *Example: 5* | *2 Vegetarian* | *£212.50* |
|  |  |  |

**Payment Details**

**Please return completed forms to** [**events@aspih.org.uk**](mailto:events@aspih.org.uk) **or call 01543 442144 if you would like to disuss anything further.**

**PLEASE NOTE: 100% pre-payment is required before Monday 25th September 2017.**

**Charity Registration number** (if applicable): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Invoice Address** (if different from above):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Postcode:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Billing Contact Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Billing Contact Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand and agree to the terms and conditions of exhibiting at/sponsoring the ASPiH Annual Conference.

**Authorising Name:** (if different from contact name above)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Please note if payment has not been received no exhibitor will be allowed into conference

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* A full VAT receipt & Confirmation Letter will be issued after receipt of payment.
* Please complete the named attendees form (overleaf) as soon as possible

**Cancellation Charges:**

* On or before 31st July 2017 - 25% of total stand price
* 1st August to 29th September 2017 - 50% of total stand price
* On or after 30th September 2017 - 100% of total stand price

All cancellations must be received in writing to and sent to [events@aspih.org.uk](mailto:events@aspih.org.uk)