**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 power socket, table, 2 chairs, entry into the programme and app with 100 word company profile, 2 stand personnel)*** | £1,500 |   |  |

**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 17th September 2018.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Additional Staff Rate****Price excl. VAT** | **Quantity****Required** | **Total Cost** |
| **Day Rates - Wednesday 14th OR Thursday 15th November 2018** | £50.00 per person/per day |  |  |
| **Full Conference – - Wednesday 14th and Thursday 15th November 2018** | £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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|  |  |  |
| --- | --- | --- |
| **Number of tickets required** | **Dietary requirements if any** | **Total Cost - £42.50pp (excl VAT)** |
| *Example: 5* | *2 Vegetarian* | *£212.50* |
|  |  |  |

**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 | Wed/Thur |  |  |
|  |  | Exhibitor - Complimentary | Wed/Thur |  |  |
|  |  | Exhibitor | Wed/Thur |  |  |
|  |  | Exhibitor | Wed/Thur |  |  |
|  |  | Exhibitor | Wed/Thur |  |  |
|  |  | Exhibitor | Wed/Thur |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Amount £ (excl VAT)** | **Total** | **Purchase Order Number** |
| **Main Conference Sponsorship** | **£10,000** |  |  |
| **Delegate Bags** | **£1000** |  |  |
| **Delegate Name Badges**  | **£1000** |  |  |
| **Marketing Insert in delegate bag** | **£250** |  |  |
| **Conference App Sponsor**  | **£1500** |  |  |
| **Pre or Post Email to all Delegates** | **£250** |  |  |
| **Sponsored Workshop** | **£1500** |  |  |
| **Key Note Speaker Partnership** | **Price on Application** |  |  |

**Sponsorship Opportunities**

 **Payment Details**

**Please return completed forms to** **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 17th September 2018.**

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

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

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

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

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

**Accommodation**

ASPiH have secured special rates at the Ramada Plaza Hotel which is attached to the venue for £115 B&B.

To book accommodation please call 01704 516220 dialling 1 for reservations and quote 181812

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 24th July 2018 - 25% of total stand price
* 25th July to 16th September 2018 - 50% of total stand price
* On or after 17th September 2018 - 100% of total stand price

All cancellations must be received in writing to and sent to events@aspih.org.uk