

Trade Exhibition Booking form

2014 NCRI Cancer Conference Trade Exhibition

BT Convention Centre, Liverpool, UK

2 - 4 November 2014

Company Name (used in Conference Literature):

Contact Name: Mr/Ms/Miss/Mrs/Dr/Prof

Job Title:

Contact Address:

Tel: **Fax:**

Email:

Purchase Order No:

Billing Address (if different from above):

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Exhibition Stand Unit (including shell scheme)	Cost per stand unit	Stand #
Full Exhibition Package:		List 3 choices in order of preference

Sunday, 2 November to Tuesday, 4 November 2014

• 4m x 4m	£5,000 + VAT	
• 4m x 3m	£4,500 + VAT	
• 3m x 3m Corner Stand (Open on two sides)	£3,800 + VAT	
• 3m x 3m - Internal (Open to front only)	£3,500 + VAT	
• 3m x 2m Corner Stand (Open on two sides)	£2,500 + VAT	
• 3m x 2m - Internal (Open to front only)	£2,250 + VAT	

Exhibition Package at Not-for-profit / Start-up Companies Rate:

(Government Organisations / Learned Societies / Registered Charities and Start-up Companies only)

• 3m x 2m internal stand	£1,800 + VAT	
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Charity Registration Number (if applicable):

Stands must be manned during key exhibition times (including refreshment breaks, lunch breaks and poster sessions). With the exception of 'space-only' stands, all exhibition stands come equipped with one shell-scheme with company name panel/facia; stand carpeting; one electrical package (one 500-watt power socket and two spotlights); one furniture package (one 6-foot trestle table and two chairs) and complimentary registration for up to two company executives.

Delegate Bag Inserts	Select One
Promotional Marketing Items:	
• Meeting Pens*	£400 + VAT ☐
• Writing Pads (minimum size: A5)*	£400 + VAT ☐
• Highlighter Pens*	£400 + VAT ☐

*Booked item must be provided by the exhibitor/sponsor for inclusion in the delegate bags. Only one booking per item will be accepted on a first-come, first-served basis. This opportunity is only available to confirmed exhibitors or sponsors of the NCRI Cancer Conference.

Promotional Literature Inserts:

Single sheet A4 insert		
• Confirmed Exhibitor	£500 + VAT	☐
• Non-Exhibitor	£900 + VAT	☐

Spotlight Theatre (new)

The new 'Spotlight Theatre' provides a dedicated space for you to showcase your latest products and services. (Time slots will be allocated on a first come-first served basis)

£2,500 + VAT (15 min slot) ☐

Advert in Programme Book

Full page colour

£900 + VAT ☐

Passport Competition

Select

Please confirm that your company wishes to contribute to the competition.

☐

Please describe your company's prize and give an indication of approx value:

Description of prize: Approximate value:

Tickets	Ticket Price	No of Tickets	Cost
Conference Dinner and party	£50 (incl. VAT)		£
Additional Conference Tickets	Please contact us		

Terms and Conditions

Payment:

All bookings of Exhibition Packages, Promotional Marketing Opportunities, Advert in Programme Book and tickets for social events are administered on a first-come, first-served basis.

Payment schedule:

The booking of Exhibition Packages will only be confirmed after receipt of the completed booking form and receipt of a deposit of 50% of the cost of the total package. All bookings will be acknowledged with further particulars and an invoice for the balance payment. The balance payment must be received by 1 August 2014. The booking of promotional marketing items, literature inserts and adverts in Programme Book will only be confirmed after receipt of the completed booking form and payment in full.

Payment should be made in Pounds Sterling by

- cheque or bankers draft drawn on a UK bank made payable to 'NCRI Cancer Conference'
- bank transfer: for bank details, please see invoice.

All payments must be received by 1 August 2014. Exhibitors and sponsors who have not paid in full by 1 August 2014 will not be permitted to set-up their exhibition stand and will not be mentioned in the 2014 NCRI Cancer Conference Literature. Similarly, any promotional inserts will not be included in the delegate bags.

Cancellation charges:

Notification of Exhibition Package booking, promotional insert placement and Advert in Programme Book placement cancellation must be made in writing and received on or before the following dates:

- Prior to 31 May 2014 – exhibitor / sponsor is refunded the deposit payment less £200 (+ VAT) administration fee.
- Between 1 June 2014 and 31 July 2014 deposit payment will no longer be refunded (50% refund of promotional marketing opportunities / advertising rate).
- After 31 July 2014 – no refunds will be issued and any outstanding amounts will be invoiced.

Exhibitor Guidelines:

Companies wishing to offer hospitality in addition to the Conference social programme must contact Sharon Vanloo (sharon.vanloo@ncri.org.uk). Any Exhibitor planning a function that is intended to involve delegates during the period of the Conference must notify Sharon Vanloo of its style, timing, and size no later than 29 August 2014. Any such event is subject to agreement by the Conference Secretariat.

Passport Competition:

Exhibitors not taking part in the Passport Competition will not be permitted to hold individual prize draws at the 2014 NCRI Cancer Conference.

I have read and understood the terms and conditions of the 2014 NCRI Cancer Conference Trade Exhibition ☐

SIGNED: DATE:

Please return completed and signed form with the correct remittance to:

Ms. Sharon Vanloo, 2014 NCRI Cancer Conference Manager, Angel Building, 407 St John Street, London EC1V 4AD (UK),
t:+44 (0)20 3469 5453, f: +44 (0)20 3014 7658, e:sharon.vanloo@ncri.org.uk, conference.ncri.org.uk