NEPIC CONFERENCES & EVENTS

SPONSORSHIP & ADVERTISING BOOKING FORM

|  |  |
| --- | --- |
| **Event Details** | |
| Event name: |  |
| Event date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Details** | | | |
| **Your details** | | | |
| Contact name: |  |  |  |
| Company: |  |  |  |
| Invoice address: |  |  |  |
| Contact email: |  |  |  |
| Contact telephone no: |  | Mobile no: |  |
| **Account Details** | | | |
| Accounts contact name: |  | Accounts contact telephone no: |  |
| Accounts contact email: |  |
| Membership status: |  | Purchase order no: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sponsorship & Advertising Booking Options** | | | |
| **Your Order** | **Rate *(exc. vat)*** | **Tick ✓** | **Total** |
| Event Sponsorship *(Member)* | £1,500 |  |  |
| Event Sponsorship *(Non-member)* | £2,500 |  |  |
| Lanyard Sponsorship | At cost\* |  |  |
| Delegate Bag Sponsorship | At cost\* |  |  |
| Conference Guide Sponsorship | £500 |  |  |
| Delegate Bag Insert | £250 |  |  |
| Conference Guide Advertising – Inside Front Cover | £300 |  |  |
| Conference Guide Advertising – Outside back Cover | £300 |  |  |
| Conference Guide Advertising – Full Page | £250 |  |  |
| Conference Guide Advertising – Half Page | £150 |  |  |
| Conference Guide Advertising – Inside Front Cover | £75 |  |  |
| ***All prices are excluding VAT @ 20%.  VAT will be added on all invoices.*** | **TOTAL PRICE** | | **£** |

*\*Source & supply of 600 of sponsored item. NEPIC can supply sourcing and design assistance if required.*

**By signing below the Contact herby acknowledges receipt of this Booking Form and agrees to adhere to the Terms and Conditions of NEPIC stated overleaf.**

**Contact signature:** …………………..……………………………………………………………

**For and on behalf of:** ……………….…………………………………………………………….

*(Please print company or other organisation name)*

**Date:** *…………………………………………………………………………………………………*

NEPIC CONFERENCES & EVENTS

EVENT BOOKING TERMS & CONDITIONS

**All Bookings**

* All cancellations must be notified in writing
* All bookings are payable within 30 days. Late payment of the booking may result in the delegate’s place being lost
* Bookings made less than 30 days prior to an event need to be paid in full before the event commences. Failure to pay may result in the delegate not being able to gain access to the event
* All bookings made using a member rate are based on the organisation having fully paid membership at the time of the event. If membership subscriptions are not paid, the non-member fee will be charged
* Registrations are unique to an individual and cannot be shared

**Delegate Bookings**

* If a free place is cancelled after 7 June 2019 or if you fail to attend the event a charge of £59 + vat will apply
* Cancellation of paid for places received on or before 7 June 2019 will receive a full refund
* Cancellation of paid for places received after 8 June 2019 will not receive a refund but the ticket can at this point be transferred to a colleague through formal notification to NEPIC

**Exhibitor Bookings**

* Cancellation of paid for exhibitor bookings received up to 31 May 2019 will receive a full refund
* Cancellation of paid for exhibitor bookings received after 01 June 2019 will not receive a refund
* Exhibitors receive 2 delegate passes through this package. These tickets cannot be shared or split between morning and afternoon attendance. If additional staffing is required, further day passes must be purchased and presented at registration

**Sponsorship Bookings**

* Cancellation of paid for sponsorship bookings received before 30 April 2019 will receive a full refund
* Cancellation of paid for exhibitor bookings received after 01 May 2019 will not receive a refund
* Sponsors receive 4 delegate passes through this package. These tickets cannot be shared or split between morning and afternoon attendance. If additional staffing is required, further day passes must to purchased and presented to registration