



**SPATEC<sup>10</sup>**

Europe

**14<sup>th</sup> – 17<sup>th</sup> April 2010**

Le Merdien Lav, Split, Croatia

### Supplier Booking Form

Please print this form out, complete your details, then sign and FAX to: **+44 20 8547 9858**

Company:	<b>Delegate 1 Name:</b> Mr / Ms
Address:	Job Title:
	Email:
	E-mail for correspondence e.g. your assistant:
Postcode:	Business Mobile:
Country:	<b>Delegate 2 Name</b> Mr / Ms
Phone:	Job Title:
Fax:	Email:
Website:	Business Mobile:
Product Category:	<b>Delegate 3 Name</b> Mr / Ms
	Job Title:
	Email:
	Business Mobile:

#### Delegate fees – please choose applicable fees

Euro 4,490 for 1 Delegate     Euro 7,690 for 2 Delegates     Euro 10,290 for 3 delegates

**Fee includes:** Participation at the business meetings forum, a schedule of appointments with a minimum of 12 meetings for one delegate and 18 meetings for two or more delegates, programmed activities, three nights accommodation, airport transfers and meals. Flights are not included.

**To secure advertising in the SPATEC Event Directory please indicate below:**

Euro 445 for a Standard Full Page     Euro 1,250 for a Premium Full Page

Authorising Signature:

Date:

Name:

Tick this box to confirm your booking and acceptance of the terms and conditions detailed below

SPATEC UK& Europe 2009 Terms and Conditions:

1. Submission of this booking form (submitted on-line, by fax or post) establishes a formal contract between the named company and Mclean Events (the organisers) under the following terms and conditions. In submitting this form you confirm that you have the relevant authority, on behalf of the named company, to enter into this agreement.
2. A deposit of 40% of the total delegate(s) fee is payable within 30 days of submission of this booking form. An invoice will be issued following confirmation.
3. The balance of the total delegate(s) fee is payable on or before 20<sup>th</sup> January 2010. It should be noted that the meeting schedule will not be sent until all fees due have been paid in full.
4. The delegate(s) will not be permitted to attend the event unless the total fee has been paid in accordance with the stated terms.
5. A confirmation email will be generated upon the organisers receiving this booking form. Please note, confirmation will be sent to the business email written at the top of this form. The organisers reserve the right to refuse or cancel a booking.
6. Payment of the full fee, as outlined above, will entitle the delegate(s) to participation at the business meetings forum and all programmed activities, a schedule of appointments with a minimum of 12 meetings for one delegate and 18 meetings for two or more delegates, a company listing and profile within the event directory and website, three nights accommodation, airport transfers and meals within the programme unless otherwise stated. For the avoidance of doubt accommodation is provided for the 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> March 2009 and these days are not interchangeable with pre or post event nights. There will be no allowance or rebate for late arrivals or early departures.
7. Supplier delegates agree to select their meetings by the requested time.
8. The organisers cannot guarantee confirmation of booking applications received after 14<sup>th</sup> February 2010. Booking applications received and accepted after 14<sup>th</sup> February 2010 will incur a late booking fee of 10% of stated charge. There is also a 75 Euro late admin fee for any changes made to delegate names, flight information or hotel room bookings within 30 days of the event.
9. Total fees remain payable should the delegate(s) cancel a confirmed booking on or after 20<sup>th</sup> January 2010, prior to this date 40% of the total delegate fee will be non refundable.
10. Should the event be cancelled by the organisers, payments made in respect of the event will be refunded in full. The organisers shall not be held responsible for any consequential loss incurred due to such cancellation.
10. Please note that private parties or room drops are not permitted at SPATEC.
11. For the avoidance of any doubt should a supplier showcase form part of the schedule then this will be a table top display only. The dimensions of the table top will be supplied prior to the event. No free standing machines, banners or displays will be permitted. All equipment, brochures, samples etc must be contained on and within the dimensions of the table top.