



Please print out, complete and fax by return to **+44 (0) 208 547 9858**

Thank you for applying for a delegate place at CONFEC blue<sup>11</sup>

We will contact you shortly regarding confirmation

## COMPANY DETAILS:

Company: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

City/Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Company Tel: \_\_\_\_\_

Company Fax: \_\_\_\_\_

Company Email: \_\_\_\_\_

Website: \_\_\_\_\_

Company Legal Name for billing  
(if different from above): \_\_\_\_\_

VAT Registration Number: \_\_\_\_\_

**Signature:**

Name: \_\_\_\_\_

## DELEGATE DETAILS:

**Delegate 1:**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Direct Email: \_\_\_\_\_

Direct Tel: \_\_\_\_\_

Business Mobile: \_\_\_\_\_

**Delegate 2:** If second delegate is from a different property or company\*\*\* please write the name of the sharing property or company here.

Also please EMAIL the full contact details for your second delegate at the same time as you submit this form. If the second delegate is from the same property or company\*\* please enter details below.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Direct Email: \_\_\_\_\_

Direct Tel: \_\_\_\_\_

Business Mobile: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**DELEGATE FEES – Please tick one box as appropriate. Please Note: The early bird discount rates\* will be applied only to the first 40 delegate places booked and confirmed by 30 November 2010. The first 40 delegates will receive confirmation of the Early Booking Discount along with the email confirming their place. Otherwise the standard rate will automatically be applied.**

**SINGLE DELEGATE:**  €4900 (Early bird discount rate if applicable €4650\*)

**TWO DELEGATES SHARING from the same property\*\*:**  €7125 (Early bird discount rate if applicable €6750\*)

**TWO DELEGATES SHARING from different properties or companies\*\*\*:**  €7500 (Early bird discount rate if applicable €7150\*)

\*Early booking discount rate

\*\*For example Portaventura Business Events two delegates or Royal Olympic Hotel two delegates

\*\*\*For example Intercontinental Wien and InterContinental Madrid or Stockholm Convention Bureau and Grand Hotel Stockholm

### The CONFEC Registration Fee includes:

- The Meetings Schedule – Minimum 15 meetings for a single delegate. Minimum of 18 meetings for 2 delegates sharing a schedule.
- Business Speed Dating Session – Estimated additional 7- 8 introductory meetings each delegate.
- CONFEC Directory:
  - single delegate – a full page company profile in the CONFEC directory plus delegate photo.
  - two delegates sharing from same property\*\* – one full page shared company profile in the CONFEC directory plus delegate photos.
  - two delegates sharing from different companies\*\*\* – two full page company profiles in the CONFEC directory plus delegate photos.
- Accommodation at the host venue for three nights (23rd – 26th June 2011) on single occupancy.
- Food and Beverage – all programmed drinks receptions, breakfasts, coffee breaks, lunches and dinners.
- Afternoon networking Activity Programme.
- Airport transfers.

### CONFEC blue Directory – Advertising Booking

Should you wish to add an additional visual focus on your product during and after the forum please tick as appropriate.

Kindly call in advance to check availability of Prime Position and Bookmark options.

Prime Positions (€1250) - inside front cover, inside back cover, facing 'Contents' page and facing 'Supplier Delegates' listing page.

Bookmark (€1750)  Full colour page advert facing your 'Company Profile' page (€530)

### Terms & Conditions

1. Payment Terms: On confirmation an invoice will be issued for the full contracted amount with 40% payable upon receipt and 60% payable by 22 April 2011. For any bookings confirmed after 22 April 2011, the full amount of the invoice is due on receipt. Subsequent requests for changes to the invoice details will be subject to an additional administration fee.
2. To qualify for Early Booking Discounts the deposit and balance payments must be received promptly otherwise the fees due will revert to the standard rate.

3. Travel insurance must be organised by delegates as it is not covered by CONFEC organisers.
4. Visa requirements and vaccinations (if applicable) must be organised by the delegate.
5. Should the organiser cancel CONFEC, payments made to the organisers in respect of each event will be refunded in full. The organiser shall not be liable for any consequential damages incurred due to such cancellation.

**6. CANCELLATION POLICY: Signature and / or electronic submission of this form commits you to a liability of 100% of the fee payable once the organiser sends you a confirmation letter.**