



SUPPLIER BOOKING APPLICATION FORM

1-2 September 2011, Andaz Liverpool Street, London

Please print out, complete and fax by return to **+44 (0) 208 547 9858** or click [HERE](#) to make your booking online. Thank you for applying for a delegate place at **CONFEC green 11**

Your confirmation details will follow within seven working days

COMPANY DETAILS:

Company: _____

Address: _____

City/Postcode: _____

Country: _____

Company Tel: _____

Company Fax: _____

Company Email: _____

Website: _____

Signature: _____

Name: _____

DELEGATE DETAILS:

Delegate 1: _____

Name: _____

Job Title: _____

Direct Email: _____

Direct Tel: _____

Business Mobile: _____

Delegate 2: (If different company please also email company name and address)

Name: _____

Job Title: _____

Direct Email: _____

Direct Tel: _____

Business Mobile: _____

Billing Instructions: If you have specific billing requirements then please email full details with your application eg company name, address, VAT number or P.O. number.

Title: _____

Date: _____

REGISTRATION FEE:

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 for each delegate.
- **CONFEC** Directory – a full page black and white company profile and delegate photo in the **CONFEC** directory.
- Accommodation at the host venue – for Thursday 1 September – single occupancy per delegate.
- Food and Beverage – all programmed networking functions.

Please note travel arrangements and transfers to and from the venue are not included.

Meeting Programme starts 11.30 am Thursday 1 September and ends after farewell networking lunch on Friday 2 September.

Delegates who wish to book an extra night accommodation may do so on the form which is provided on confirmation.

DELEGATE FEES – Please tick one box as appropriate. Please Note: The early bird discount rates* will be applied only to the first 20 delegate places booked and confirmed by 31 January 2011. The first 20 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: £2595 + VAT (Early bird discount rate if applicable £2450* + VAT)

DOUBLE DELEGATE PLACE: (Tick box) £3280** (Early bird discount rate if applicable £3100* + VAT)

**Double delegate place - Sharing companies

The second delegate may be from either the same company or from a separate complimentary company e.g. second hotel property or a venue or service company. If two different companies are sharing a double delegate place they will each be invoiced for 50% of the total delegate fee unless requested otherwise. Confirmation subject to availability by category/country.

CONFEC green Directory – Advertising Booking

The Event Directory will be distributed to all attending delegates. Should you wish to place a full page colour advert in the Event Directory, please tick as appropriate.

Prime Positions (£875) – inside front cover, inside back cover, facing 'Contents' page and facing 'Supplier Delegates' listing page.

Bookmark (£1225) Full colour page advert to appear in the first 25 pages of the directory (£370)

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 1 July 2011. For any bookings confirmed after 1 July 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.

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.**

Submission of this form commits you contractually to the stated terms and conditions as soon as your booking has been confirmed in writing