

## RAATE 2007

26<sup>th</sup> and 27<sup>th</sup> November 2007, Cutlers Hall, Sheffield

307

**RESERVATION OF EXHIBITION SPACE**

The cost of one unit of exhibition space inclusive of registration and catering for two company representatives is £350.

Number of units required: \_\_\_\_\_

Name of Representatives: \_\_\_\_\_

Table required? \_\_\_\_\_

Power Required? \_\_\_\_\_

**INSERT OF PUBLICITY LITERATURE IN DELEGATE FOLDERS**

The cost is £50.00 plus VAT. Leaflets should be no larger than A4 in size and 150 copies should be forwarded to the IPEM for receipt no later than 10 November 2006

**SPONSORSHIP OF THE MEETING – Pads and Pens**

We would like to support the meeting with sponsorship of our company pens and pads. Please send us 150 pens and pads which will be included in the conference pack.

**COMPANY DETAILS** (please complete)

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

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

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

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

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

Email \_\_\_\_\_

**METHOD OF PAYMENT**

I wish to exhibit at the above meeting and enclose my registration fee by cheque. (Please make cheques payable to 'IPEM'). A receipt will be issued.

I wish to receive an invoice. Please attach a copy of your Purchase Order form

I wish to exhibit at the above meeting. Please debit my credit card as detailed below. (Barclaycard / Access / Visa / Mastercard / Eurocard) A receipt will be issued.

Number																		
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Expiry Date

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Signature

Please return completed form to:

IPEM Meetings  
Fairmount House, 230 Tadcaster Road York YO24 1ES  
Fax: 01904 612279, Tel: 01904 610821

Space is generally limited at the venues and stands will be allocated on a first come first served basis.

### Conditions of Booking - Exhibition

**Exhibition Fee:** The exhibition fee must be paid in full at least two weeks prior to the date of the meeting, otherwise your attendance will be cancelled.

**Cancellations:** The full exhibition fee will be refunded for cancellations made up to one month prior to the date of the exhibition. However, cancellations made within one month of the event will be subject to a cancellation fee of 50% to cover administration costs. The full fee will be charged for cancellation within 2 days of the exhibition or non-participation in the exhibition.