



EXHIBITOR/SPONSOR BOOKING FORM

1. Company Details:

Contact Name (all correspondence regarding the conference will be sent to this person):

Position/Dept: _____

Company Name: _____

Address: _____

Town/City: _____ Postcode: _____

Tel: _____ Fax: _____

Email: _____ Website: _____

Please email the 50 word entry for the Final Programme and your company logo as a tiff or eps file to montserrat@in-conference.org.uk so that it can be included on the conference website

2. Exhibition:

The minimum space is 6sqm (3m wide x 2m deep) which costs £1,000. Additional space can be purchased at **£150** per sqm. Please refer to the **Exhibition and Sponsorship Opportunities** document for confirmation of what is included in this cost.

Space required in sqm: _____ @ £150 per square metre (eg a 3m x 3m space would costs £1350: 9sqm x £150)

3. Sponsorship:

Please indicate which items of sponsorship you are interested in.

(Please refer to the Exhibition and Sponsorship Opportunities document for a full description of what is included).

Sponsorship Packages

- | | |
|--|---------|
| <input type="checkbox"/> Platinum Sponsor (limited to 1) | £20,000 |
| <input type="checkbox"/> Gold Sponsor (limited to 3) | £10,000 |
| <input type="checkbox"/> Key Supporter | £7,000 |

Social Programme

- | | |
|---|-------------|
| <input type="checkbox"/> Welcome Reception | £3,000 |
| <input type="checkbox"/> Pre-Conference Dinner Reception SOLD | £2,000 |
| <input type="checkbox"/> Conference Dinner SOLD | £4,000 |
| <input type="checkbox"/> Combined Sponsorship of Reception and Dinner SOLD | £5,000 |
| <input type="checkbox"/> Awards and Award Ceremony | from £1,000 |

Programme Sponsorship

- | | |
|--|-------------|
| <input type="checkbox"/> Programme Session Sponsorship (per Session) | £3,500 |
| <input type="checkbox"/> Invited Speakers | £1,000 |
| <input type="checkbox"/> Promotional Space | from £1,000 |
| <input type="checkbox"/> Poster Viewing/Multimedia Sessions x 2 | £1,000 each |

Delegate Bag Materials

- | | |
|--|--------------------------|
| <input type="checkbox"/> Delegate Bags | £4,500 |
| <input type="checkbox"/> Insert in Delegate Bags | £350 |
| <input type="checkbox"/> Writing Pads & Pens | £0 - provided by sponsor |
| <input type="checkbox"/> Advertising (from) | £1,000 |
| <input type="checkbox"/> Book of Abstracts | £3,500 |
| <input type="checkbox"/> Proceedings on CD | £1,000 |
| <input type="checkbox"/> Name Lanyards | £1,000 |

Venue Enhancements

- | | |
|--|-----------|
| <input type="checkbox"/> Internet Café & Wifi access | £5,000 |
| <input type="checkbox"/> Hire of Meeting Rooms | from £400 |
| <input type="checkbox"/> Directional Signage | £1,000 |
| <input type="checkbox"/> Speaker Preview Room | £1,500 |
| <input type="checkbox"/> Tea/Coffee Breaks | from £500 |
| <input type="checkbox"/> Lunches | £2000 |

4. Exhibitor Badges

Badges will be available for pick up from the Exhibitors Registration Desk in the EICC at a specified time prior to the opening hours for delegate registrations.

Two complimentary exhibitor passes are included per 6sqm of exhibition space. Additional personnel will each be charged a **£40** administration and refreshment fee, regardless of length of stay on the booth. **All exhibitor personnel must wear the Exhibitor Badge during the conference at all times.**

Complimentary Name 1: _____ Position: _____

Complimentary Name 2: _____ Position: _____

Additional Name: _____ Position: _____

PLEASE NOTE - Exhibitors will not have access to the Scientific Programme. A registration fee will be required from those who wish to attend all, or any other part of, the Scientific Programme.

5. Hotel Accommodation

Please contact the conference secretariat for availability as accommodation is limited and priority will be given to delegates. See the conference web site at www.cfc2010.org for more information on the hotels and cancellation policies.

6. Social Programme

Tickets to attend the social programme should be purchased separately. Please indicate below which evenings you would like to attend:

Event	Price per ticket	Number of tickets required	Total Cost
Welcome Reception – EICC Monday 28th June 18.00hrs – 20.00hrs	£20.00		£
Conference Dinner – EICC Wednesday 30th June 20.00hrs – 00.00hrs	£55.00		£

Please state any special dietary requirements (including vegetarian):

7. Methods of Payment

TERMS OF BOOKING

The conference organisers will send a confirmation of your selection and issue an invoice/receipt where applicable. The balance due must be paid within **28 days** of issue otherwise the space/sponsorship item(s) will be resold.

Exhibition Space £ _____

Sponsorship Costs £ _____

Total Cost £ _____

I enclose a cheque made payable to "CFC". Cheques must be drawn on a UK Bank and be in pounds sterling.

I wish to pay by BACS (you will be emailed BACS form with the bank details if you select this option)

Please debit my card (Visa, Mastercard or Delta only) by £ _____ Total to pay in £ sterling

For your card security we are unable to store your card details. Please phone the administration team at IN CONFERENCE with your card details on +44 (0) 131 339 9235. Our office hours are Monday to Friday 09.00 to 17.00 (UK Time). Would it be more convenient for you if we phone you to get your card details?

Phone Number we can contact you on: _____

Best time to reach you (UK time): _____

PLEASE RETURN TO:

Montserrat Capón Regal, CFC 2010 c/o In Conference, 4 – 6 Oak Lane, Edinburgh, EH12 6XH, Scotland, UK
Tel: +44 (0) 131 339 9235 Fax: +44 (0) 131 339 9798 Email: montserrat@in-conference.org.uk