

NON-EXHIBITING SUPPLIERS APPLICATION:

Forms should be completed and returned to: Julie Dunk, ICCM Technical Services and Events Manager, 84 Bargates, Christchurch, Dorset, BH23 1QL
Tel: 07976 939585 Email: julie.dunk@iccm-uk.com

Attendance: booking form

Convention 2012



PLEASE COMPLETE IN BLOCK CAPITALS

Name of Company/Organisation to Attend

Name of Main Contact

Address:

Postcode:

Telephone:

E-mail:

NB: Correspondence will be via email where possible

Please note that a Non-Exhibiting Suppliers Surcharge of £200.00 + VAT will be levied for each company, regardless of the number of people attending

Number of People attending

NB - a cost applies to each person attending the Convention

£490.00 (+VAT) per person for **full attendance** including all meals, refreshments and entry to the Gala Dinner, and single standard en-suite accommodation for 2 nights

£330.00 (+VAT) per person for **full attendance with no accommodation** including refreshments, all meals, entry to the ICCM Mega Quiz and Gala Dinner, but excluding accommodation

£210.00 (+VAT) per person for **full attendance with no accommodation or evening meals**, including refreshments and lunch but excluding Social Events and evening meals

£160.00 (+VAT) per person for **day attendance** including lunch and refreshments. Please specify which day is required

£55.00 (+VAT) per ticket for **extra** Gala Dinner tickets (NB one is included in the full attendance prices)

Please specify any special dietary or accommodation requirements:

You may have an entry in the Exhibitor's Section of the Convention Handbook for an additional fee of £50.00 +VAT

Entry in Exhibitor's Section of the Convention Handbook

– please provide a description of your company/products/services for inclusion in the Convention Handbook issued to each delegate, in no more than 100 words.

Please include your website and email contacts if applicable, and address if different to above

Continues Over

Names and Accommodation

The full attendance fee includes en-suite single accommodation in a standard room on Monday 1st and Tuesday 2nd October. Double rooms are an extra £20.00 +VAT per night, and upgraded rooms are an extra £30.00 +VAT per night. Please indicate if upgraded accommodation or a double room is required. The hotel website has details of the types of rooms and facilities: <http://www.qhotels.co.uk/hotels/forest-pines-near-brigg.aspx>

Accommodation may also be booked for Sunday 30th September and/or Wednesday 3rd October. Please indicate if required, and note the rates quoted are for single standard occupancy. If upgraded or double accommodation is required on these nights, the relevant rates will apply. Accommodation on Sunday 30th September is £110 +VAT and on Wednesday 3rd October is £120.00 +VAT.

Please indicate below the names of attendees, type of attendance (**Full, No Accommodation, No Evening Meals, Day**), whether double or upgraded room required, and whether accommodation on Sunday 30th September and/or Wednesday 3rd October is required:

	Name	Type of attendance	Double Room?	Upgrade?	Sunday 30 th September	Wednesday 3 rd October
1						
2						
3						
4						
5						
6						

Charges

All suppliers attending the Convention will be charged a surcharge of £200.00 (+VAT) regardless of the number of people attending.

The Full Attendance fee of £490.00 (+VAT) for Non-Exhibiting Suppliers Personnel includes entry to any Convention sessions; all meals and refreshments during the Convention, entry to the ICCM Mega Quiz on the evening of Monday 1st October, one ticket for the Gala Dinner on the evening of Tuesday 2nd October, single en-suite accommodation for Monday 1st and Tuesday 2nd October. The fee of £330.00 (+VAT) for Full Attendance Without Accommodation includes the above minus 2 nights' accommodation. The No Evening Meals attendance fee of £210.00 (+VAT) includes entry to Convention sessions, refreshments and lunch, but excludes all evening meals and entry to the Social Events. The Day attendance fee of £160.00 (+VAT) includes entry to the Convention sessions on the specified day, refreshments and lunch.

For a fee of £50.00 (+VAT) an entry of no more than 100 words describing the products and services provided will be placed in the Exhibitor's section of the Convention Guide.

Sponsorship

Please refer to the Exhibition Application Guide for information on Sponsorship options

Photographs

Please be aware that during the course of the event photographs may be taken for reporting and publicity purposes. Your agreement to attend the event implies your approval for any such photographs to be used without seeking further consent.

Contact

For further information contact Julie Dunk, ICCM Technical Services and Events Manager, on 07976 939585, or email julie.dunk@iccm-uk.com.

Terms and Conditions

Please ensure that you read the Terms and Conditions. Your signature below is confirmation that you accept and agree to abide by them. Please send your completed application form to the ICCM Technical Services and Events Manager (address at top of page overleaf). Invoices for payment will be sent from the ICCM National Office.

Signed Print Name Date

Please be aware that personal details such as Name and Organisation/Authority will appear in the Conference literature but will not be used for any other purpose and will be held in accordance with the principles of the Data Protection Act 1998.