



cancer c onference  
**ncri**  
national cancer research institute

4 - 7 October 2009

# Trade Exhibition Booking Form

4 - 6 October 2009





# Trade Exhibition

2009 NCRI Cancer Conference Trade Exhibition

The ICC, Birmingham, UK, 4 - 6 October 2009

## Booking Form

**Company Name** (used in Conference Literature): .....

**Contact Name:** Mr/Ms/Miss/Mrs/Dr/Prof .....

**Job Title:** .....

**Contact Address:** .....

.....

.....

**Tel:** ..... **Fax:** .....

**Email:** .....

**Purchase Order No** (MUST be provided if invoice is required): .....

**Billing Address** (if different from above): .....

.....

Exhibition Stand Unit (including shell scheme)	Cost per stand unit	Stand #
<b>Full Exhibition Package:</b>		List 3 choices in order of preference
Sunday, 4 October to Tuesday, 6 October 2009		
• 3m x 3m Corner Stand (Open on two sides)	<b>£3,800 plus VAT</b>	.....
• 3m x 3m - Internal (Open to front only)	<b>£3,500 plus VAT</b>	.....
• 3m x 2m Corner Stand (Open on two sides)	<b>£2,500 plus VAT</b>	.....
• 3m x 2m - Internal (Open to front only)	<b>£2,250 plus VAT</b>	.....
<b>Exhibition Package at Learned Society Rate:</b>		
(Government Organisations, Learned Societies and Charities only)		
• 2m x 2m Charity Stand	<b>£1,800 plus VAT</b>	.....
Charity Registration Number (if applicable): .....		

Stands must be manned during key exhibition times (including refreshment breaks, lunch breaks and poster sessions). With the exception of 'space-only' stands, all exhibition stands come equipped with one shell-scheme with company name panel/face; stand carpeting; one electrical package (one 500-watt power socket and two spotlights); and one furniture package (one 6-foot trestle table and two chairs). Complimentary registration for up to two company executives (including refreshments and lunches) and the use of an exhibitors' lounge area is also covered in the package price.

Delegate Bag Inserts	Select One
<b>Promotional Marketing Items</b>	
• Meeting Pens*	<b>£400 plus VAT</b> <input type="checkbox"/>
• Writing Pads (minimum size: A5)*	<b>£400 plus VAT</b> <input type="checkbox"/>
• Highlighter Pens*	<b>£400 plus VAT</b> <input type="checkbox"/>

\*Booked item must be provided by the exhibitor/sponsor for inclusion in the delegate bags. Only one booking per item will be accepted on a first-come, first-served basis. This opportunity is only available to confirmed exhibitors or sponsors of the NCRI Cancer Conference.

Promotional Literature Inserts	
Single sheet A4 insert	
• Confirmed Exhibitor	<b>£500 plus VAT</b> <input type="checkbox"/>
• Non-Exhibitor	<b>£800 plus VAT</b> <input type="checkbox"/>

A maximum of 10 promotional inserts will be accepted in order to maximise impact for the sponsors.

**Advertising****Select**

Please send me further details about advertising opportunities at the 2009 NCRI Cancer Conference

**Passport Competition****Select**

Please confirm that your company wishes to contribute to the competition

Please describe your company's prize and give an indication of approx value:

Prize: .....

Value: .....

**Tickets for Social Events****Ticket Price****No of Tickets****Cost**

Conference Dinner &amp; Party

**£60 (incl. VAT)**

.....

£ .....

## Terms and Conditions

**Payment:**

All bookings of Exhibition Packages, Commercial Workshops, Programme Sponsorship Packages, Promotional Marketing Opportunities and tickets for social events are administered on a first-come, first-served basis.

**Payment schedule**

The booking of exhibition and sponsorship packages will only be confirmed after receipt of the completed booking form and receipt of a deposit of 50% of the cost of the total package. All bookings will be acknowledged with further particulars and an invoice for the balance payment. The balance payment must be received by 1 August 2009. The booking of promotional marketing items and literature inserts will only be confirmed after receipt of the completed booking form and payment in full.

Payment should be made in Pounds Sterling by

- cheque or bankers draft drawn on a UK bank made payable to 'NCRI Cancer Conference'
- by bank transfer: for bank details, please contact the 2009 NCRI Cancer Conference Exhibition Coordinator

All payments must be received by 1 August 2009. Exhibitors and sponsors who have not paid in full by 1 August 2009 will not be permitted to set-up their exhibition stand and will not be mentioned in the 2009 NCRI Cancer Conference Literature. Similarly, any promotional inserts will not be included in the delegate bags.

**Cancellation charges:**

Notification of exhibition package and/or sponsorship package cancellation must be made in writing and received on or before the following dates:

- Prior to 30 May 2009 – exhibitor / sponsor is refunded the deposit payment less £200 (plus VAT) administration fee.
- Between 1 June 2009 and 31 July 2009 deposit payment will no longer be refunded (50% refund of promotional marketing opportunities / advertising rate).
- After 31 July 2009 – no refunds will be issued and any outstanding amounts will be invoiced.

**Exhibitor / Sponsor Guidelines:**

Companies wishing to offer hospitality in addition to the Conference social programme must contact Sharon Vanloo (sharon.vanloo@ncri.org.uk). Any Exhibitor or Sponsor planning a function that is intended to involve delegates during the period of the Conference must notify Sharon Vanloo of its style, timing, and size no later than 31 August 2009. Any such event is subject to agreement by the Conference Secretariat.

**Passport Competition:**

Exhibitors not taking part in the Passport Competition will not be permitted to hold individual prize draws at 2009 NCRI Cancer Conference.

**I have read and understood the terms and conditions of the 2009 NCRI Cancer Conference Trade Exhibition**

**SIGNED:** ..... **DATE:** .....

I enclose a cheque/banker's draft/BACS Remittance Advice for £ \_\_\_\_\_ as payment of the 50% deposit for the Exhibition Package, the Commercial Workshop, Programme Sponsorship or payment in full for Promotional Marketing Opportunity and social event tickets.

**Please return completed and signed form with the correct remittance to:**

Dr Uta Boeger-Brown, 2009 NCRI Cancer Conference Exhibition Coordinator, BioMedEx, 22 Allan Road, Killearn, Glasgow G63 9QE (UK), t:+44 (0)1360 551 082, f: +44 (0)1360 551 083, e: uta@biomedex.co.uk, www.biomedex.co.uk



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**Please return this form to:**

**Dr Uta Boeger-Brown  
Exhibition Coordinator**

BioMedEx  
22 Allan Road  
Killearn  
Glasgow  
G63 9QE (UK)

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f: +44 (0)1360 551 083  
e: [uta@biomedex.co.uk](mailto:uta@biomedex.co.uk)  
[www.biomedex.co.uk](http://www.biomedex.co.uk)