

EXHIBITORS Conference Booking Form

HPMA Wales Annual Conference

Friday 18 May 2012

Venue TBC - Cardiff

“Engaging in Success”



Name of Exhibiting Company/Organisation:

Address:

Contact name: Position:

Email address: Tel:

Signature: Date:

We would like to reserve the following:

CONFERENCE STAND

3m STAND (space only) Cost: £550

Cost includes 2 full conference places. Additional full conference places can be purchased at a cost of £119.

A complimentary link from the HPMA Wales Annual Conference 2012 website to the Exhibitor's website is also included.

Additional Sponsorship Opportunities

Keynote Speaker	£750	<input type="checkbox"/>
Lunch	£500	<input type="checkbox"/>
Registration Area	£400	<input type="checkbox"/>
Delegate inserts	£100	<input type="checkbox"/>
Poster sites	£100	<input type="checkbox"/>
Delegate pens & pads	£50	<input type="checkbox"/>

Exhibition Fee £.....

Total amount payable £.....

Exhibitor's purchase order number.....

Confirmation of your exhibition space will be emailed to you, upon receipt of payment confirmation. Payment will be due within 30 days.

Invoicing/Payment Terms

All payments must be received by the conference date. If payment is not received prior to the conference, there will be an additional administrative charge of £50 plus VAT per exhibitor. Cheques should be made payable to: HPMA Wales and should be sent to Susan Jenks, HR Manager, Aneurin Bevan Health Board, Block 9, Royal Gwent Hospital, Newport NP20 2UB.

CANCELLATION POLICY

Cancellation must be via e-mail to Susan.Jenks@wales.nhs.uk

Cancellations made before Tuesday 1 May 2012 will incur a 25% cancellation fee. Cancellations received after Tuesday 1 May 2012 will not be entitled to any refund.

Please send an email to susan.jenks@wales.nhs.uk with any questions about the exhibition.