

EXHIBITORS Conference Booking Form

HPMA Wales Annual Conference

Friday 7 May 2010

Celyn Suite, The ESIS Conference Centre, Tŷ Dysgu, Cefn Coed,
Parc Nantgarw, Cardiff CF15 7QQ

“Moving On”



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 2010 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 Angharad Phelps, IC Marketing, 7 Herbert Terrace, Penarth, Vale of Glamorgan, CF64 2AH.

CANCELLATION POLICY

Cancellation must be in writing to HMPA@intcap.co.uk

Cancellations made before Friday 2 April 2010 will incur a 25% cancellation fee. Cancellations received after Friday 2 April 2010 will not be entitled to any refund.

PLEASE FAX THIS FORM TO 029 2070 4637 AS SOON AS POSSIBLE TO GUARANTEE YOUR SPACE AT THE EXHIBITION

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