

# National Back Exchange ANNUAL CONFERENCE and EXHIBITION

## **BETTER TOGETHER**

28<sup>th</sup> to 30<sup>th</sup> September 2020

### **STAND BOOKING FORM – 2 STANDS ONLY PER COMPANY**

*Please refer to the Exhibition and Sponsorship Brochure for floor plans showing stand sizes and costs*

<b>Company Name :</b> [please put company name exactly as you wish it to appear on the Conf App and any other documentation]	
<b>Company Address</b> [for correspondence and invoices] :	
<b>Contact Name :</b>	<b>Telephone of Contact :</b>
<b>Email of Contact :</b>	

- Included in the stand price are meals [excluding Conference Dinner] for two stand personnel for three days (two days for London exhibitors) per stand booked [one stand person in Rotunda Mezzanine]. Monday includes evening buffet.
- Stand cost includes one single phase 13 amp power socket and table and two chairs BUT THIS MUST BE BOOKED ON FORM WHICH WILL BE SENT TO YOU with your stand confirmation
- Please list below your Extra Requirements which must be added to the stand price and paid for with your stand booking
- Included with your Stand is a 50 word editorial and your company logo which will go on the Conference App
- Exhibitor Information plus all forms required [including Accommodation] will be sent to you on confirmation of your Stand booking

Stand Number(s) of First Choice :	
Stand Number(s) of Second Choice :	
Stand Number(s) of Third Choice :	
<b>TOTAL STAND(s) COST</b>	<b>£</b>
<b>EXTRA STAND PERSONNEL</b> [extra to your 2 per stand] <b>and CONFERENCE DINNER</b>	
Stand Personnel – Monday @ £65 per person	Number required: <b>£</b>
Stand Personnel – Tuesday @ £49 per person	Number required: <b>£</b>
Stand Personnel – Wednesday @ £49 per person [not applicable for London exhibitors]	Number required: <b>£</b>
Conference Dinner @ £58 per person	Number required: <b>£</b>
<b>TOTAL of EXTRAS</b>	<b>£</b>
<b>TOTAL of STAND and EXTRAS</b>	<b>£</b>
<b>VAT @ 20.00%</b>	<b>£</b>
<b>GRAND TOTAL [including VAT]</b>	<b>£</b>

I confirm that I wish to reserve the stand(s) and extra requirements as indicated above and will comply with the Terms and Conditions contained in the National Back Exchange 2020 Conference Exhibition and Sponsorship Brochure and accept that the stand(s) will be confirmed on clearance of full payment :	
Signed:	Date:

Please scan and email this completed and signed booking form to : [admin@nationalbackexchange.org](mailto:admin@nationalbackexchange.org). You will be sent an invoice to be paid within 14 days please to secure your Stand Booking.