

# Wales Cancer Conference 2010

Wednesday 14th and Thursday 15th April 2010  
City Hall, Cardiff

## BOOKING FORM - EXHIBITION PACKAGES / PROMOTIONAL MARKETING OPPORTUNITIES

Please complete this form using BLOCK LETTERS

Company Name (used in Conference Literature)

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

Job Title

Address for correspondence:

Zip/postcode

Tel:  Fax:  Email:

Purchase Order Number (MUST be provided if invoice is required)

Billing Address (if different from above):

Zip/postcode

Contact Name - Finance: Mr/Mrs/Miss/Ms

Tel:  Fax:  Email:

### EXHIBITION PACKAGES - space only stands (3m x 2m)

Cost

Stand No.

Tick

#### Commercial exhibitors

One-day Exhibition Package (14 April 2010) £800.00

The exhibition stands are space-only and come equipped with:

- Stand carpeting (as part of the carpeting of the exhibition hall)
- Access to one 500-watt power socket, one furniture package (1x 6-foot trestle table, 2x chairs)
- Complimentary registration for **two** company executives including refreshments, lunch and full session attendance
- Delegate pack including delegate list
- Free-50-word entry in Exhibitors' Catalogue.

### Not-for-profit Exhibitors

Cost

Stand No.

Tick

One-day Exhibition Package (14 April 2010) £500.00

Exhibition space for not-for profit organisations is limited and only organisations recognized as Government entities, Learned Societies or registered charitable organisations will be allowed to become not-for-profit exhibitors

The exhibition stands are space-only and come equipped with:

- Stand carpeting (as part of the carpeting of the exhibition hall)
- Access to one 500-watt power socket, one furniture package (1x 6-foot trestle table, 2x chairs)
- Complimentary registration for **two** company executives including refreshments, lunch and full session attendance
- Delegate pack including delegate list
- Free-50-word entry in Exhibitors' Catalogue

### PROMOTIONAL MARKETING OPPORTUNITIES

Cost

Tick

#### Promotional Marketing Items

Meeting Pens\* £200.00

Writing Pads (minimum size: A5)\* £200.00

Mouse Mats\* £200.00

\* provided by the sponsor for distribution. Only one booking per item will be accepted on a first-come, first-served basis. This opportunity is available to confirmed sponsors and exhibitors only.

#### Promotional Literature Inserts

Confirmed Exhibitor £300.00

Non-Exhibitor £500.00

One page A4 for inclusion in delegate bags. A maximum of 10 promotional literature inserts will be accepted in order to maximise the impact for the sponsors.

### SPONSORSHIP

Please send me further details about sponsorship opportunities at the Wales Cancer Conference 2010

### ADVERTISING

Please send me further details about advertising opportunities at the Wales Cancer Conference 2010

Please turn over

# TERMS AND CONDITIONS / PAYMENT INSTRUCTIONS

## TERMS AND CONDITIONS

### Payment

All bookings of exhibition packages and promotional marketing opportunities are administered on a first-come, first-served basis.

### Payment schedule:

The **booking of the exhibition packages** will only be confirmed after receipt of the completed booking form and receipt of payment of a deposit of 50% of the total cost of the exhibition package. All bookings will be acknowledged with further particulars and invoice for the balance payment.

The balance payment must be received by 1 March 2010.

The **booking of promotional marketing opportunities** 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 "Wales Cancer Conference"

**Bank transfer:** for bank details, please contact the Wales Cancer Conference 2010 Exhibition Coordinator

**Credit card:**

**Please note: your credit/debit card will be debited by PayPal/BioMedEx**

Please debit my credit/debit card with the amount of £ \_\_\_\_\_

My card is a:                      Visa                       Eurocard                       Mastercard                       Switch

Start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Issue Number: \_\_\_\_\_ (Switch only)

Card Number: \_\_\_\_\_      Cardholder's name: \_\_\_\_\_

Cardholder's address if different from that stated overleaf: \_\_\_\_\_

Zip/Postcode \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**All payments must be received by 1 March 2010. Exhibitors who have not paid in full by 1 March 2010 will not be permitted to set up their exhibition stand and will not be mentioned in the conference literature. Similarly, any promotional inserts will not be included in the delegate bags if payment has not been received by 1 March 2010.**

### Cancellation Charges:

Notification of cancellation of exhibition package and/or promotional marketing opportunity must be made in writing on or before the following dates:

- Prior to the 12 February 2010 - exhibitor is refunded the deposit payment less an administration fee of £100
- After 12 February 2010 - no refund will be issued and any outstanding amounts will be invoiced.

### Exhibitor / Sponsor Guidelines:

Eligible Exhibits: Only the sign of the company whose name appears on the signed booking form may be placed in the stand or appear on any printed list of exhibitors. The sharing of exhibition space by two or more companies/not-for-profit organisations is not permitted.

Any Exhibitor / Sponsor planning any function including hospitality events, which is intended to involve conference delegates during the period of the Wales Cancer Conference 2010, **must** notify the Conference Secretariat at (e:walescancerconference@biomedex.co.uk) t: +44 (0)1360 551 082) of its style, timing and size. Any such event is subject to prior agreement by the Wales Cancer Conference Programme Committee, the Wales Cancer Institute and the Wales Cancer Alliance.

Exhibitors and sponsors are advised that the Wales Cancer Conference 2010 will be attended by cancer patients and members of patient support groups or patient advocacy organisations.

**I have read and understood the terms and conditions of the Wales Cancer Conference 2010 Exhibition**

Signature: \_\_\_\_\_      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I enclose a cheque/banker's draft /BACS Remittance Advise/Credit Card details for £ \_\_\_\_\_  
as payment of the 50% deposit for the Exhibition Package or as payment in full for the Promotional Marketing Opportunity.

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

**Wales Cancer Conference Secretariat**  
BioMedEx conference and exhibition management services  
22 Allan Road  
Killearn  
Glasgow G63 9QE (UK)

t: +44 (0)1360 551082

f: +44 (0)1360 551 083

e: walescancerconference@biomedex.co.uk