

Please complete this form and return it to g.collingridge@bgs.org.uk.



BGS East Anglia Region Autumn Meeting 26 September 2019

Region Meeting Booking Form

| | | | |
|-----------------|----------------|----------------|----------------|
| Company Name*: | | Company Name*: | Company Name*: |
| Contact Name*: | Contact Name*: | Contact Name*: | Contact Name*: |
| Email address*: | | | |
| Mobile phone*: | | | |

Regional Meeting date to support: [East Anglia Autumn Meeting 26 September Cambridge Quay Mill Hotel](#)

| | |
|--|--|
| <input type="checkbox"/> Day meeting Stand with 2 representatives £500 + VAT | <input type="checkbox"/> Unrestricted grant Amount: £_____ |
|--|--|

| | |
|------------------|--------|
| Attendee 1 name: | Email: |
| Attendee 2 name: | Email: |

Dietary Requirements:

Disabled Access requirements:

PAYMENT METHOD

1. Pay by invoice

Please provide invoice instructions -

Accounts payable contact name:

| | |
|--------|--------|
| Email: | Phone: |
|--------|--------|

Company Name:

Invoice Address

2. Pay by card

| | | |
|--|--------------|-------------------|
| Please debit my card (circle one) <input type="radio"/> Visa / Mastercard <small>If card details are supplied these will be charged within 30 days of being submitted with a completed booking form and a receipt issued.</small> | Valid from : | Valid until _____ |
|--|--------------|-------------------|

Card number: _____ CVC/CVV number: _____

| | |
|--------------------|------------------------|
| Cardholder's name: | Cardholders Signature: |
|--------------------|------------------------|

Billing address (if different from above)

| | |
|-------|-----------|
| City: | Post Code |
|-------|-----------|

By signing below, you are signifying that you have read and agree to the terms and conditions of the event on the following page. **A signature is essential for this form to be processed.**

Signature _____

We/ I agree on behalf of my organisation to the terms and conditions for sponsorship and payment

Notes

In return for funding for the meeting, there will be a declaration of support but the provider will have no input to the agenda or content.

An area for exhibition table top stands will be made available in the area provided for coffee breaks and that 1 or 2 representatives will be allowed to be present at these stands.

Educational material and literature can be displayed. ABPI guidelines must be complied with by relevant organisations.

Funding must be provided prior to the meeting and confirmation of attendance will be given to the provider following the meeting.

A list of attendees names will be provided without contact information following the meeting, where the attendee has opted in under EU GDPR requirements. The conference organisers will send a confirmation of your selection and issue an invoice & receipt.

Region Meeting terms and conditions

The following agreement is made between:

(1) **BGS Trading Ltd.**

hereafter referred to as the 'Society'

and

(2) **the signatory of the Regional Meeting Booking Form**

hereafter referred to as 'Event partner'

1. The event partner agrees to pay the full amount plus VAT for the agreed package, details provided earlier in the document on the booking form.
2. Payment for exhibition space shall be made by the Event partner within 30 days of an invoice being issued by the Society and prior to the date of the Event. Payment must be made by in British Pounds. If card details are supplied these will be charged within 30 days of being submitted with a completed booking form and a receipt issued.
3. No nails screws or other fixtures may be attached to any part of the Venue including floors and ceilings. No painting of any part of the Venue is to be carried out. The Event partner shall be responsible for any charges incurred by the Venue for any damage or disfigurement caused by the Event partner or its agents.
4. The Event partner will ensure that its employees and contractors will at all times act in accordance with the reasonable directives of the Society and will conduct themselves in an orderly manner and in full compliance with the reasonable directives and requirements of the Venue management and with all applicable laws ordinances and directives.
5. The Society shall not be liable for any claims arising from loss or damage from any cause whatever in respect of any property brought to the Venue by the Event partner or by a third party hired by the Event partner. The Event partner shall indemnify the Society for any claims arising from death, bodily injury or damage to property arising in connection with the installation or supply of any mechanical equipment or exhibit or stand supplied by the Event partner or anything permitted omitted or done thereon. The indemnity shall include any claim for consequential loss and all actions, proceedings, costs and demands for each and every claim.
6. The Event partner shall effect adequate insurance in respect of public liability (£2 million British Pounds) and shall on request provide the Society with satisfactory evidence that adequate insurance is in force.
7. In the event of postponement or cancellation of the Event for any cause not within the control of the Society, the Society shall not be liable to the Event partner in respect of any actions claims costs or expenses including claims for consequential losses. If the Event can be postponed or rearranged the contracts for space shall be binding on all parties. In the event that the Event is cancelled or abandoned by the Society with no intention to rearrange at a future date the Event partner shall be entitled to a refund of the Event Fee.
8. If the Event partner cancels its booking at any time after acceptance of the booking the full Fee will remain due. The Event partner may increase their involvement at the Event after signing this agreement at the same rate previously agreed but subject to the further availability of suitable exhibition space at the Venue and remaining sponsored options. Space which is cancelled after this date, (including complete cancellation of the booking) will be charged at the full rate
9. A pre-condition of your being allowed to set up your exhibition stand is that you will provide us with a copy of your Health & Safety document and Risk Assessment on request no later than 7 days before setup day. This is a requirement of some venues and will be communicated in advance where applicable.