



Wednesday 17TH October
2018

**SUBSIDENCE
FORUM
TRAINING DAY
2018**

EXHIBITOR BOOKING FORM

This year's Training Day will be taking place on the 17th October at:

Tewin Bury Farm Hotel, Hertford Road, Welwyn, AL6 0JB

To book an exhibitor space at this event please complete the form as detailed below and return by email to admin@subsidenceforum.org.uk

The cost of having an exhibition stand at the event is:

£250 +VAT members

£350 +VAT non-members

The exhibitor stand will be restricted to a total stand size of 2m (W) x 2m (H), equivalent of two standard pop-up banners. Each stand will be authorised two allocated representatives per stand only. Additional representatives will need to attend the event as a paying delegate.

*Please note stand spaces are restricted at this event and as such will be issued on a first come first serve basis. Please refer to our cancellation policy below for further information.

DELEGATE NAME	COMPANY	CONTACT EMAIL	DIETARY REQUIRMENTS

Payment details:

I wish to pay by credit card (please contact the office to make payment)

I would like to be invoiced, purchase number (if required)

MAIN CONTACT:
COMPANY:
SUBS FORUM MEMBERS: YES <input type="checkbox"/> NO <input type="checkbox"/>
CONTACT EMAIL:

To make a payment/ if you have any questions, please contact the Subsidence Forum offices on 01420 471623. Please note that your stand is not guaranteed until this booking form has been submitted and *any* outstanding payments received.

Cancellation Policy

Cancellation Policy: Cancellations must be received in writing (via email) in advance of the event.

The following cancellation charges apply: a. 6-4 weeks notice: 50% refund b. 4-0 weeks notice: No refund c. Failure to attend: No refund

Payment: Payment must be received, in full, prior the event. If full and cleared payment has not been received you will be asked to make payment on the day of the event, the on-site card machine will incur a 5.4% surcharge (access to the event may be refused at the organisers discretion for non-payment).

Event Information

1. The Subsidence Forum shall endeavour to ensure that the timings for the event are provided. However, the Forum reserves the right to alter published timings.
2. The event is currently offered by the Subsidence Forum and the contents remain the property of the Subsidence Forum at all times.
3. Accommodation is not included with any of the Subsidence Forum events. Attendees must make their own arrangements.
4. Refreshments: All events include refreshments, attendees must notify the Subsidence Forum offices of any dietary requirements prior to the event commencing.
5. Attendees must make their own transportation arrangements where not provided.
7. Special requirements: Attendees are requested to provide notice of any special requirements they may have.
8. The Subsidence Forum reserves the right to cancel an event if minimum delegate numbers have not been reached. The Subsidence Forum will endeavour to give 2 working weeks' notice of cancellations.

Signed:

Print Name:

Date:

Company Name:

Data Protection Declaration

The Subsidence Forum fully complies with existing data protection legislation and in accordance with this will hold the data contained in this form for administrative purposes. By completing this form, you give you consent that the information that you have provided will be held securely within the Subsidence Forum records and used to process your registration.

The Subsidence Forum would like to keep you up to date with our interesting events, news, research and courses. If you would like to continue to receive information from us, please tick the box below.

I wish to continue to receive communication from the Subsidence Forum