

Exhibitor Booking Form

In-community Conference 2022

Tuesday 4th October 2022

Royal Ascot Racecourse

Berkshire

Booking Information

Exhibition space for events is available on a first come, first served basis and are reserved by submitting a completed booking form together with payment.

Please read the following points before completing this form:

- By returning a completed booking form, you are confirming that you would like to exhibit the event and agreeing to make the full payment before the event
- Places are reserved once the full payment is received, your exhibitors stand at the event will then be confirmed via e-mail. Until payment is received, stands will be held for a maximum of seven (7) working days only.
- Please ensure that all parts of the booking form below are completed before returning to events@in-tend.co.uk

Company Details

Company Name	
Address	
Post Code	
Contact Name	
Contact Number	
Contact E-mail	



Attendee Details

Please ensure;

- Attendee day details are completed in full including mobile numbers (this is important in case there are last minute changes to the event or in case of emergency) Two (2) exhibitor places are included in the cost.
- Spellings are correct as this information is used for name badges
- Any changes before the event are forwarded through to events@in-tend.co.uk
- Should you wish to add any further day delegates, these are available for an additional £60 + VAT.

Payment Instructions

- All exhibition stands are to be paid by credit card on return of booking form
- Please contact 0114 407 0056 to make card payment or request a call back on return of booking form via email
- In the event that credit card payment cannot be made and by BACS and there will be a 15% administration charge

Exhibitor Attendee One

Full Name	
Job Title	
Mobile Number	
E-mail	
Dietary Requirements	
Access Requirements	

Exhibitor Attendee Two

Full Name	
Job Title	
Mobile Number	
E-mail	
Dietary Requirements	
Access Requirements	



Day Delegate Prices	Includes	Price Total (not including VAT)
Additional Day Delegate Package When accompanying an exhibition stand	Delegate pass, Supplier seminar access Lunch and refreshments	£60

Day Delegate Three (+£60.00 + VAT)

Full Name	
Job Title	
Mobile Number	
E-mail	
Dietary Requirements	
Access Requirements	

Day Delegate Four (+£60.00 + VAT)

Full Name	
Job Title	
Mobile Number	
E-mail	
Dietary Requirements	
Access Requirements	



Exhibition Stand Packages

Standard Stands

Name of Package	Includes	Price Total (not including VAT)
<p>Early Bird Special Standard Stand Package Ends 5th August 2022</p>	<p>Two delegate passes 3mx2m exhibition space Table, two chairs, power 50-word company profile in our event guide (A5) Lunch and refreshments</p>	<p>£550</p>
<p>Standard Stand Package</p>	<p>Two delegate passes 3mx2m exhibition space Table, two chairs, power 50-word company profile in our event guide (A5) Lunch and refreshments</p>	<p>£750</p>



Exhibition Stand Packages

Premium Stands

Name of Package	Includes	Price Total (not including VAT)
<p>Early Bird Special Premium Stand Package Ends 5th August 2022</p>	<p>Two delegate passes</p> <p>Two 3mx2m exhibition space</p> <p>Location close to either drinks stands, food stands or entrances/exits</p> <p>Table (x2), chairs (x2), power</p> <p>50-word company profile in our event guide (A5)</p> <p>Lunch and refreshments</p>	<p>£750</p>
<p>Premium Stand Package</p>	<p>Two delegate passes</p> <p>Two 3mx2m exhibition space</p> <p>Location close to either drinks stands, food stands or entrances/exits</p> <p>Table (x2), chairs (x2), power</p> <p>50-word company profile in our event guide (A5)</p> <p>Lunch and refreshments</p>	<p>£950</p>



Exhibition Package

- Please complete the table below by selecting your preferred stands
- Please refer to the exhibition package and floor plan below; and following this, complete your preferences
- You will automatically be provided with your table(s) and chairs unless you indicate otherwise

Preferred Stands	
Stand Number Preference 1	
Stand Number Preference 2	
Stand Number Preference 3	
Electrical Socket (please tick)	Yes No

Floor Plan



Floor Plan - Continued

The Floor plan is subject to change and the event organiser will make the final decision. The event organiser has the right to make amendments to the final floor plans considering numbers of exhibitors.

Use of Electrical Items

Please note any electrical items that are brought to the exhibit must be PAT (Portable Appliance Testing) tested **PRIOR** to the event, and that test certificate for each electrical items you wish to use is provided along with the risk assessment.

Failure to do so will mean that you are unable to use that electrical item at the event.

This information is at the request of the venue.

Venue Disclaimer

Please note that any materials brought in to the venue must be removed on departure.

Any damage to walls, carpets or furniture as result of items installed by exhibitors, will be rectified at your expense.



Exhibitors

Terms & Conditions of Booking and Cancellation Information

Please note these 'Terms and Conditions' may be subject to change without notice.

The above is all in line with our published price list & terms and conditions available on request.

Booking

1. For current event costs and dates, please refer to our website, <https://www.in-tend.co.uk/events/in-community-conference/>
2. By signing this form on behalf of your company you are entering a contractual agreement with In-tend Ltd, and therefore it is the responsibility of the business entity to comply with the terms and conditions on this form, including but not limited to the cancellation policy.
3. If an event registration/booking form is completed by an individual other than the lead exhibitor, it is the responsibility of the organisation to ensure that the delegate is authorised and able to attend the event on the employer's behalf.
4. Upon receipt of your registration/booking form and subsequent payment, your exhibition place(s) will be confirmed.

Important note: In-tend's acceptance of your booking brings into existence a legally binding contract between both parties against these terms and conditions. Any term sought to be imposed by you in any purchase order or correspondence will not form part of the contract.

Invoicing and payment

1. Exhibitor and any additional delegate charges (including any card processing and/or booking fees applicable) are payable upon booking via credit card unless a valid, authorised Purchase Order is provided and accepted. Preferred stands (stand numbers) will be held for a maximum of seven (7) working days
2. For on-line bookings paid at the time of booking, invoices/receipts will be issued electronically on completion of the booking.
3. For bookings accepted with purchase orders there will be a 15% administration fee on top of any costs. Invoices will be sent via email to the name and email address provided on the booking form and MUST be paid within 10 days of the invoice date, and no later than 10 working day prior to the start of the event, whichever date occurs soonest (the "due date").
4. Payment must be made in pounds Sterling by credit/debit card or BACS.
5. If any amount properly due to In-tend under or in connection with these terms and conditions remains outstanding beyond the due date In-tend may:
 - a) charge interest on the overdue amount at the rate of 10% per annum above the base rate of Lloyds TSB Bank PLC from time to time (which interest will accrue daily until the date of actual payment, be compounded quarterly, and be payable on demand); or



- b) claim interest and statutory compensation pursuant to the Late Payment of Commercial Debts (Interest) Act 1998).

Event attendance

1. Exhibitors/Day Delegates will receive joining instructions via email to the email address provided on the booking form.
2. It is the responsibility of the individual completing the event registration/booking form to ensure joining instructions are received by the delegate if issues to another individual.
3. If the joining instructions are not received, it is the responsibility of the individual who completed the event registration/booking form to contact In-tend Events department to arrange for them to be reissued.
4. Failure to attend the event will result in the full cost being incurred. No refund shall be given.
5. Failure to attend an event at which a free or concessionary rate place was given may at In-tend's sole discretion result in the delegate becoming ineligible for such places at future event(s).
6. In-tend will send all correspondence primarily via email to the email provided on the booking form. If alternative details are received after the booking form has been submitted, they will supersede the original details and all future correspondence will be sent to the new address.
7. It may be necessary, for reasons beyond the control of In-tend, to change the content and timing of the programme, the date, the venue or the speaker(s).

Cancellations and Amendments

1. All requests for cancellations and/or transfers must be received in writing.
2. Changes will become effective on the date of written confirmation being received.
3. The appropriate cancellation charge will apply based on the cost of your booking (excluding any card processing fees and/or booking fees previously applied), as shown below.

Calendar Days' Notice Before the Event Start Date	Fee Applicable
12 weeks or more	50% Fee will be liable
2-12 weeks before the event	100% Fee will be liable
Failure to Attend	No Refund will be Given



4. For employer bookings only, in the event of an exhibitors named on the booking form being unable to attend, we will accept substitution of another delegate on the condition that written notification of the substitution has been received by us prior to the event date.
5. In the event of there being insufficient numbers booked onto an event, In-tend reserves the right to cancel or postpone the event.
6. In the event of cancellation of an event by In-tend, we will endeavour to inform all delegates a week before the event is due to take place, however please be aware that this is not always possible. All event fees paid will be reimbursed in full, or the payment will be transferred in full to another In-tend event. In-tend shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred; including transport costs, accommodation etc.

Event Provisions

1. Organising and financing accommodation and travel are the responsibility of the exhibitor/delegate.
2. Where food and refreshments are to be provided, this will be stated on the event details and the cost included in the price quoted. Any special dietary requirements need to be notified in writing to In-tend in advance of the event, as specified in the event details.

Force Majeure

1. In-tend shall not be liable to refund fees or for any other penalty should the event be cancelled due to war, fire, strike lock-out, industrial action, tempest, accident, civil disturbance, Covid restrictions or any other cause whatsoever beyond their control.

Entire Agreement

1. These terms and conditions, together with the current In-tend website prices, event details and In-tend contact details, set out the whole of our agreement relating to the event. These terms and conditions cannot be varied except in writing signed by a Director of In-tend. In particular, no terms and conditions incorporated within your purchase order and nothing said by any person on behalf of In-tend should be understood as a variation of these terms and conditions or as an authorised representation about the nature or quality of any goods offered for sale by In-tend. In-tend shall have no liability for any such representation being untrue or misleading.

