



**TRADE EXHIBITION AND PROMOTIONAL MARKETING
BOOKING FORM**

**BACR 50th Anniversary Meeting Trade Exhibition
13 and 14 June 2010
Edinburgh Conference Centre, Heriot-Watt University, Edinburgh**

COMPANY NAME (to be used in programme): _____

CONTACT NAME: _____

JOB TITLE: _____

CONTACT ADDRESS: _____

TEL.: _____ **FAX:** _____

E-MAIL: _____

INVOICE ADDRESS (if different from above): _____

PURCHASE ORDER NUMBER: _____

Exhibition Packages	Cost	Tick ✓
• Rate – Commercial (stands 8 to 25, stands with shell-scheme)	£1,200	
• Rate - Commercial minus discount for BACR Supporting Partner (stands 8 to 25, stands with shell-scheme)	£1,080	
• Rate - Not-for-profit organisations (stands 1 to 7, space-only stands) Charity registration number (if applicable):.....	£700	

Choice of exhibition stand space(s)	Stand Number(s)
• First Choice	
• Second Choice	
• Third Choice	

Please tick this box to confirm that your stand and personnel are covered by Public Liability Insurance for this event.

All exhibition stands are 3m x 2m stands and come equipped with: Carpeting as part of the flooring of the exhibition hall; access to one 500-watt power socket; one Furniture Package (one 6-foot trestle table and two chairs); Wifi internet access in exhibition area (using the ECC's existing wifi facilities); complimentary registration for **two** company executives including refreshments and lunch and full session attendance (Company executives should be registered using the congress registration form); delegate pack including delegate list and free 100-word entry including B & W company logo in Exhibitors' Catalogue
The exhibition package does not include accommodation.

Promotional Marketing Packages	Cost	Tick ✓
Promotional Marketing Items		
• Delegate bags	£2,000	
• Meeting pens*	£200	
• Writing pads (minimum size A5)*	£200	
* Booked item must be provided by the exhibitor for inclusion in the delegate bags. Only one booking per item will be accepted on a first-come, first-served basis. This opportunity is only available to confirmed exhibitors of the BACR 50 th Anniversary Meeting – Hallmarks of Cancer		
Promotional Literature Inserts (maximum size: single sheet A4)		
• Confirmed exhibitor	£300	
• Non-exhibitor	£500	

A maximum of 10 promotional inserts will be accepted in order to maximise the impact of the inserts

TERMS AND CONDITIONS – please see overleaf

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TERMS AND CONDITIONS

- **Booking acknowledgements:** All bookings of Exhibition Packages and Promotional Marketing Opportunities will be administered on a first-come, first-served basis. All bookings will be acknowledged by email with further particulars and invoice for full payment.
- **Exhibition space allocation:** - whilst every effort will be made to allocate the space(s) requested, the Trade Exhibition Co-ordinator reserves the right to make the final allocation. In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part or if the BACR and its appointed agents find it necessary to change the dates or venue of the Exhibition or the Exhibition layout, the BACR and its appointed agents shall not be liable for any expenditure loss or damage incurred by an Exhibitor resultant upon such change. Nor shall the BACR and its appointed agents be liable for any expenditure loss or damage resultant upon the intervention of any Authority which restricts the use of the Premises in whole or in part in any manner whatsoever.
- **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.
- **Public Liability Insurance:** All Exhibitors must provide the Exhibition Co-ordinator with a copy of the Public Liability Insurance Certificate as proof that their exhibition stand and personnel, as well as any stand contractor appointed by said Exhibitor, are covered by Public Liability Insurance for the duration of the BACR 50th Anniversary Meeting Trade Exhibition, including set-up and break-down times.
- **Exhibitor Guidelines:** Companies wishing to offer hospitality in addition to the BACR 50th Anniversary Meeting social programme must contact BioMedEx (uta@biomedex.co.uk). Any exhibitor planning any function which is intended to involve delegates during the period of the BACR 50th Anniversary Meeting must notify BioMedEx of its style, timing and size. Any such event is subject to prior agreement of the BACR Meetings Secretary.

Payment schedule:

- All invoices are payable within 28 days net.
- Payment should be made in Pounds Sterling by
 - Cheque or banker's draft drawn on a UK bank made payable to "**British Association for Cancer Research**"
 - By bank transfer: banking details will be listed on the invoice. Please add your name and company name to transaction details and advise BioMedEx in writing when payment has been made. **The invoice number must be listed as the reference on the remittance advice. Your company must pay all incurring bank charges.**
- All payments must be received by **1 May 2010**. Exhibitors who have not paid in full by 1 May 2010 will not be permitted to set up their exhibition stand and will not be mentioned in the BACR 50th Anniversary Meeting literature. Similarly, any promotional marketing item for which payment has not been received in full by 1 May 2010 will not be included in the delegate bags.

Cancellation charges:

- Notification of exhibition package and/or promotional marketing item cancellation must be made in writing and received on or before the following dates:
 - Prior to 31 January 2010 – refund of 50% of the total cost
 - On or after 1 April 2010 – no refunds will be issued and any outstanding amounts will be invoiced.

I have read and understood the terms and conditions of the BACR 50th Anniversary Meeting Trade Exhibition

SIGNED: DATE:

This Exhibition is operated by BioMedEx on behalf of the British Association for Cancer Research. Please return the completed and signed booking form to

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c/o BioMedEx
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