

**Company and Contact Information:**

Name of Company:			
Company Address:			
Company Telephone:		Company Twitter:	
Company Website:			
Booking Contact Name:			
Email of Booking Contact:			
Is your company willing to be contacted by Worcester News or Hereford Times to discuss advertising in the Expo feature?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Date of expiry of company's current certificate of Public Liability Insurance - a copy of which should be enclosed with the application			

**Booking Details:**

Please note all prices EXCLUDE VAT at 20%

Type	Cost for Members	Cost for Non Members	Quantity	Total Cost
Exhibition Stand - includes one free breakfast, please include name below	£275.00+VAT	£375.00+VAT		
Additional Networking Breakfast(s)	£17.50+VAT	£22.50+VAT		
Electricity on stand (per socket)	£50.00+VAT	£50.00+VAT		
Guaranteed 2-sided corner stand (first come first served)	£25.00+VAT	£25.00+VAT		
Hire of Table Cloth (per cloth)	£12.50+VAT	£12.50+VAT		
<b>TOTAL</b>				

**Breakfast Information:**

Name and email address of free breakfast attendee:	
Additional breakfasts	Please send details to <a href="mailto:events@hwchamber.co.uk">events@hwchamber.co.uk</a>

**Table Booking:**

I require a 6 foot (1.83m long) trestle table on my stand YES / NO \*delete as appropriate  
 Please note, no smaller tables are available but exhibitors may bring their own.

**Electricity Booking Information:**

Please only complete if you require an electricity point on your stand

The requested power supply will be used for (type of equipment)	
Socket type	
Estimated power requirement in Watts (if known)	

Please turn over for booking information and terms and conditions

## Booking Information:

- Each shell scheme exhibition stand measures 2m x 2m and **includes one free breakfast**.
- Table cloths may be hired at an additional charge or attendees may bring their own.
- Each exhibitor is required to hold valid public liability insurance with a minimum £5 million cover.
- Each exhibitor is required to complete and return a risk assessment and health & safety questionnaire, which will be provided by the Chamber
- There is an additional charge if electricity is required on your stand. Please complete the Electricity Booking Information section on Page 1 if appropriate.
- You are not able to sell products at the event
- If you wish to exhibit a vehicle at the event, please request the VEHICLE EXHIBITOR BOOKING FORM

## Payment Options:

Payment must be made no later than **Monday 1 February 2016** using one of the following methods:

1. **Payment by Credit or Debit Card** Please call the Events team on 01905 673612 to make payment by credit or debit card.
2. **Payment by Automated Bank Payment** Please call the Events team on 01905 673612 to be given an order number to quote with the payment. Herefordshire and Worcestershire Chamber of Commerce Bank Details: Sort code: 40-47-17 Account number: 12544415.
3. **Payment by Cheque** Please make your cheque payable to 'Herefordshire & Worcestershire Chamber of Commerce', then return together with your completed form.

## Cancellations:

Please note that cancellation requests must be received by **Monday 1 February** in order to be eligible for a refund.

## Data Protection Notice:

Herefordshire and Worcestershire Chamber of Commerce [the Chamber] is registered under the Data Protection Act 1998 and takes the processing of your personal data very seriously. Please take your time to read this notice so that you are fully aware of what you are consenting to. Please contact us if you are unsure about any part of this notice by telephone 01905 673600 or e-mail enquiries@hwchamber.co.uk. The Chamber's Data Protection Officer can be contacted at the registered address stated on this form. The Chamber's privacy policy can be viewed on the Chamber website at [www.hwchamber.co.uk](http://www.hwchamber.co.uk)  
Please tick if you would like your details to be used by the Chamber to inform you of other services that could be of benefit

## DECLARATION

I, the undersigned, have completed this form to the best of my knowledge and ability and confirm the information supplied is accurate at the date of completion. I hereby make an application to exhibit at the Chamber Business Expo. I have completed the 'booking details' section of the form and understand that payment is due by 4.00pm on Monday 1<sup>st</sup> February 2016.

I understand that cancellation requests must be received by Monday 1<sup>st</sup> February 2016 in order to be eligible for a refund and that cancellations received after this time, or non-payment of the fee by the due date, will still result in the full amount being owed.

**I have enclosed a copy of my company's Public Liability Insurance certificate and understand that I will not be able to exhibit without this.**

The Chamber is responsible for the protection of all personal data supplied on this form. I understand and consent that the data here supplied will be held on the Chamber's database and will be used to promote exhibitors at the Chamber Business Expo via the Chamber's website and other event publicity.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

HEREFORDSHIRE AND WORCESTERSHIRE CHAMBER OF COMMERCE IS A COMPANY REGISTERED IN ENGLAND UNDER NUMBER 2531345.  
REGISTERED ADDRESS; SEVERN HOUSE, PRESCOTT DRIVE, WARNDON BUSINESS PARK, WORCESTER, WR4 9NE.