



LUPC & SUPC Conference 2019

Exhibition Booking Form

Date: Thursday 16th May 2019
Cost: Gold* Package = £2,750 + VAT
Gold Package = £2,500 + VAT
Silver Package = £1,850 + VAT
Bronze Package = £1,600 + VAT
Please see Terms and Conditions on Page 4

Venue: County Hall, Riverside Building, Belvedere Road, London SE1 7PB
Book: Exhibition spaces are very limited, so early booking and payment is advisable to secure your stand. Please send completed forms to events@lupc.ac.uk

Company name (as it should appear in Conference marketing):	
Organisation description (for Conference programme). <i>Max. 50 words</i>	

Each stand can accommodate a maximum of two individuals attending from your organisation:

Exhibitor 1 (attending):

I want to attend the LUPC & SUPC Conference 2019

I also want to attend the complimentary Drinks Reception afterwards

Name

Job Title

Email

Tel. No.

Insert any dietary requirements

Exhibitor 2 (attending):

I want to attend the LUPC & SUPC Conference 2019

I also want to attend the complimentary Drinks Reception afterwards

Please fill in ALL boxes:

Name	
Job Title	
Email	
Tel. No.	
Insert any specific dietary requirements	

Please keep us informed of any changes to exhibition attendees from your company.

If you wish us to copy in another colleague, who is not attending in person, into communications about Conference logistics please add their details here:

Name:

Email:

Exhibition Space

Exhibition stand area: 2 x 2m exhibition stand area with 1.3m table (not shell scheme), two chairs, wi-fi and power available.

Stands will be allocated on a first come first served basis.

The exhibition floor plan is available on the LUPC & SUPC Conference 2019 web page and we will update this weekly as stands are taken - www.lupc.ac.uk/conference-2019

Please note, if you have an unusual space or staging requirements, please contact [Suzanne Picken](#) in advance to discuss if the venue can accommodate this.

Required Stand Package (please tick Gold*, Gold, Silver or Bronze package.	If you wish to, please specify preferred stand number within chosen package area (<i>refer to Exhibition Floorplan at www.lupc.ac.uk/conference-2019</i>)		
	Please indicate which package is your first, second or third choice. You can make up to three selections	Preferred stand number	
Gold* Package - £2,750 + VAT			
Gold Package - £2,500 + VAT			
Silver Package - £1,850 + VAT			
Bronze Package - £1,600 + VAT			

Should the conference be fully booked when we receive your booking, would you like to join our waiting list?

Yes

No

Full exhibitor instructions will be sent 3 weeks prior to the event. Please note that access for set-up is available the night beforehand and that there is no car parking on site (though public car parks in the vicinity).

Payment

Please note: your stand is not secure and may be offered to another waiting supplier if payment is not received within the 30 days of invoice.

How do you wish to pay?

Cheque BACS

Invoice postal address	
Invoice email address	
Purchase order no. (if required)	

I authorise this booking and have read the Terms & Conditions below

Signature	
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Print name	
Job title	

Please complete and return this booking form to events@lupc.ac.uk

Terms & Conditions

CONFIRMATION AND JOINING INSTRUCTIONS: LUPC will confirm receipt of your booking form. Full exhibitor instructions will be issued 3 weeks prior to the Conference/Reception.

Please note that you will be invoiced once your booking form has been received. ***Your stand will not be secured until payment has been received.*** If invoice has not paid within 30 days of issue, the stand may be offered to other suppliers on the waiting list. Please see cancellation charges.

We regret that, should your company no longer be an LUPC/SUPC supplier as of 16th May 2019, we will need to refund your exhibition/sponsorship fee as we can only accept exhibitors from consortium approved suppliers.

LUPC and SUPC reserve the right to decline bookings from aged debtors (outstanding debts and any interest accrued) and the right to insist all aged debts due to either consortia are paid in advance of 16th May 2019.

CANCELLATIONS: If an exhibitor is unable to attend the event, please notify LUPC immediately in writing.

Cancellation charges may be incurred as below:

Conference

If a cancellation is made three calendar months before the event a 50% refund will be provided. If a cancellation is made less than three calendar months before the event, LUPC reserves the right to invoice suppliers for the full exhibition cost.

Please notify LUPC as soon as possible if the names of exhibitors change from those on the booking form.

Drinks Reception

In case of non-attendance without letting LUPC know in writing, or if a cancellation is made less than 10 working days before the event, LUPC reserves the right to invoice suppliers for an additional £30pp to cover catering and other sundry expenses incurred.

ACCEPTANCE

By receipt of this form we understand that you have read and agree to comply with the above terms and conditions.

Please note, we may share information contained in this booking form with relevant parties in relation to the Conference & Exhibition. See LUPC's Privacy Policy at www.lupc.ac.uk for details.