

Exhibition space booking form



Event details

Branch, Group or District	
Event title	Event date
Venue (including postcode)	

Exhibitor details

Organisation name	
Main contact name	
Address	
	Postcode
tel	fax
email	website
Product or service exhibiting	

Staffing details

Please record the details of those staffing your stand.

Exhibitor 1

Title	Full name
Job title	
Correspondence address (if different from above)	
	Postcode
tel	fax
email	
If you have any special dietary or other special requirements, please list them	

Exhibitor 2

Title	Full name
Job title	
Correspondence address (if different from above)	
	Postcode
tel	fax
email	
If you have any special dietary or other special requirements, please list them	

Space requirements and fees

Each space measures 3m x 2m and includes a covered table, chair(s), a power supply (if requested), and delegate pass(es).

	Fee per space	No. spaces required	Total
Please state how many spaces you require (state the quoted rate)	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Please add VAT at the current prevailing rate		£ <input type="text"/>	£ <input type="text"/>
Total amount due			£ <input type="text"/>

Please tick this box if you require a power supply

Payment

I enclose a cheque payable to IOSH Services Ltd

I would like to pay by credit or debit card (please tick one):

Visa

MasterCard

Eurocard

Switch

Maestro

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		
<input type="text"/>		<input type="text"/>

Booking

Please send this form and your payment to your Events team contact, IOSH, The Grange, Highfield Drive, Wigston, Leicestershire, LE18 1NN, UK, or fax +44 (0)116 257 9197. Alternatively, you can phone +44 (0)116 257 3197 with your payment card details.

Cancellations

If you have to cancel your booking, please let us know in writing at the address above. We apply a charge of 50 per cent of the space price to cancellations we receive up to seven days before the event. Sorry, but we can't offer a refund if you cancel after then.

Insurance

Please make sure that you have suitable insurance to cover public liability and loss or damage to your property.

Acknowledgment

When we've received this form and your payment, we'll confirm your booking.

Your personal information will be used to promote IOSH and market its courses and products. The data will be disclosed only to organisations that are associated with IOSH (including branches, groups and partnership organisations) and not to any other organisation. IOSH and its associated organisations may use your personal information to tell you about other services and products that may interest you. If you'd prefer not to receive details of other products or services, please tick this box.