

Networkshop 30 Exhibitors Booking Form
Organised by the University of Nottingham and UKERNA
26th to 28th March 2002 - University of Nottingham

Please read Exhibitors' Information for full details, including what the cost includes, terms and conditions, before completing the booking form.

Please print this form, complete and return to Lankester Conference Services at the following address. Confirmation of your booking will be sent to you by post.

Julie Nicholson
Networkshop 30
Lankester Conference Services
Grange Farm
Alverton
Notts NG13 9PB
Telephone: 0115 846 8484 Facsimile: 0115 846 8485
E-mail: networkshop@nottingham.ac.uk

Please reserve exhibition space at Networkshop 30:-

COMPANY DETAILS
Company Name
Contact Name
Address
.....
.....
..... Postcode
Tel:..... Fax:..... Email:.....

STAND REPRESENTATIVES
Number of representatives* on stand
*Note: two representatives per day are included per 3m x 2m stand space, if you wish to send additional staff an extra cost will be incurred – see Stand Requirements
Please give names and titles, as you would like them to appear on the delegate list*, starting with the main stand contact during the exhibition (<i>please print</i>):
Name..... Job Title.....
Name..... Job Title.....
Name..... Job Title.....
Name..... Job Title.....
Name..... Job Title.....
Name..... Job Title.....
*There will be a delegate/exhibitor list published on the Networkshop web pages and in the Conference Guide. If you want the above named to be listed please tick here: Y
(This has to be 'opt in' rather than 'opt out' for legal reasons)

STAND REQUIREMENTS

Each 3m x 2m stand site is £2,000.00 + VAT, including one 13 amp socket.

Please note all stand sites are space only, and will be allocated by the organisers, according to size and technical requirements. There will be no opportunity to choose your own site space. All exhibitors will be located in the same Hall.

If you will be bringing your own purpose built display stand, please give details here:

WidthDepth (front to back)Height.....

Brief description of equipment/furniture if known.....

Please complete this section carefully:

Quantity	Description	Cost	Total
	Stand spaces, 3m x 2m	£ 2,000.00	
	Additional 13 amp sockets (<i>one included</i>)	£ 60.00	
	Tables	£ 6.00	
	Chairs	£ 6.00	
	Telephone lines (<i>not including call charges</i>)	£ 100.00	
	ISDN2 lines (<i>not including call charges</i>)	£ 200.00	
	Data network (<i>10/100Mbps ethernet connection to the University campus network</i>)	£ 150.00	
	Additional staff – 3 days, non-residential pass, including all refreshments and lunches, and dinner on Tuesday (<i>over and above two per day included per stand space</i>)	£ 250.00	
	Conference Dinner tickets – Wednesday 28 th March	£ 40.00	
<i>All the above prices are plus VAT</i>		Sub total excluding VAT	£

All requirements should be ordered and paid for in advance - late orders for equipment or additional personnel will be accepted right up to the event and invoiced afterwards, but orders received after 15th March will incur a 50% service charge.

CONFERENCE GUIDE

Please include a description of your services and/or the goods to be displayed on your Stand at the Exhibition. This should be up to 100 words in length (text only) and will be included in the Conference Guide together with your contact details.

Company/organisation, as you wish it to appear in the Guide and on the website

A single URL to link to from the Networkshop website

Telephone No:

Facsimile No.

E-mail address

Description (please print, or attach separately on a typed sheet)

METHOD OF PAYMENT

Amount DUE:

Stand Requirements	£
VAT at 17.5%	£

Grand Total	£

Payment can be made by one of the following methods: *tick appropriate box*

- CHEQUE
Cheques should be made payable to 'The University of Nottingham' and must accompany this booking form when completed.
- PURCHASE ORDER
Purchase Order Number.....

A purchase order should accompany your booking form. An invoice will follow.

Cancellations

Refunds in case of cancelled bookings for exhibition spaces:

- Between 8th January and 16th February 2002: refund 50% of fee
- Between 17th February and 2nd March 2002: refund 25% of fee
- After 3rd March 2002: no refund

Payment

In order for us to confirm your booking we must receive a purchase order, or a cheque for the full amount, with your booking form. Invoices will be issued and *must* be paid in advance of Networkshop 30.

The organisers reserve the right to refuse admission to companies whose payment has not been received at commencement of the event. Cheques will not be accepted on the day as at least three days notice is required for clearance.

I have read and accept the terms and conditions relating to costs and cancellation charges, and details given on the Exhibitors' Information pages:-

Signed.....Position.....Date.....

SPECIAL REQUIREMENTS

- If you have requirements not covered by this form, please give brief details here and we will endeavour to accommodate your requirements where possible

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- Please give details of any special dietary requirements (including name)

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- Do any of your team have special access requirements?

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