



BRITISH ASSOCIATION OF PROSTHETISTS AND ORTHOTISTS
Annual Conference, Harrogate Convention Centre
15 - 17 March 2018
EXHIBITOR STAND BOOKING FORM



General Information

- Please find details of the floor plan and further information in the "Exhibition Information" brochure.
- A first-come, first-served booking procedure will apply.
- Adjoining stand numbers may be booked together to form one larger stand if required.
- We will endeavour to accommodate your preferred dimensions and the stand numbers of your choice, but please also indicate a second choice. If we are unable to accommodate your first choice, we will contact you immediately to discuss and agree an alternative. Any amendments to details and costs will be reflected in our invoice.

Payment Information

- Bookings received before 30 November 2018 must be accompanied by a 10% deposit payment, with the outstanding balance payable no later than 1 December 2018. Payment for 10% of the gross total is required to secure your booking. An invoice will be sent to you for the balance of the full payment.
- All bookings received after 30 November 2018 must be paid in full at time of booking. No deposit payments will be accepted at this time
- Payment is to be made in sterling. We will accept payment by credit/debit card from any of the cards shown above. We also accept payment by bank transfer, but this method will incur a delay in processing your order while we wait for confirmation from our bank, should you wish to use this the details are as follows, Royal Bank of Scotland, 1 Moncrieff Street, Paisley, UK PA3 2AW. Sort code: 83-46-00, account number: 00687226.
- We also accept cheques please make your cheque payable to "baPo ltd".

Overseas customers

- We are unable to accept payment made by Euro cheque. Please do not use this method of payment.
- We can accept World Wide Bank Drafts in sterling.
- We can accept payment by bank transfer, but this method will incur a delay in processing your order while we wait for confirmation from our bank. If you wish to use this method our details are as follows: Royal Bank of Scotland, 1 Moncrieff Street, Paisley, UK PA3 2AW. Sort code: 83-46-00, account number: 00687226, IBAN GB51 RBOS 8346 0000 6872 26. Please include your company name as reference.

Terms & Conditions

- We understand and will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to agreed credit terms.
- All bank charges should be met by the Payee and paid in advance, should you fail to comply with this baPo ltd reserve the right to claim interest and compensation for debt recovery costs.
- Forms received without payment will not be processed by baPo ltd with access to conference denied until full payment is received.
- baPo ltd reserve the right to refuse entry to conference or any part thereof.
- baPo ltd reserve the right to refuse requests to replace lost/stolen badges unless proof of purchase is provided.
- If your account has an outstanding balance 6 weeks prior to the Conference, baPo ltd reserve the right to re sell the stands.
- **Cancellations are non-refundable after 31 December 2018, exhibitor names are non-transferable.**
- Catering/Corkage charges may be applicable. Venue T/C's apply and exhibitors MUST liaise directly with the venue to comply.
- Name badges will be issued on arrival at the BAPO registration desk.
- By signing the form, exhibitors agree to their contact data being shared with GES in order that GES can contact them via telephone and email to ascertain if they wish to place any additional orders for their stands.
- baPo ltd reserve the right at any time to make changes to these terms and conditions.
- Please return completed form with payment to:

BAPO Secretariat Unit 3010
Mile End Mill,
Abbey Mill Business Centre, Paisley, PA1 1JS
Tel: 0141 561 7217, Fax 0141 561 7218

Email: conference@bapo.com



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COMPANY DETAILS. Please give your company details as you would like them to appear in the conference literature. Please use black ink and block capitals

Company Name			
Contact Name	Title	Forename	Surname
Position			
Address for Correspondence			
Telephone No:		Fax No:	
Email Address:		Web Site:	

Exhibition Stand £230 Per m²
 10% deposit required for bookings accepted PRIOR to 30 November 2018
 Full payment required for bookings accepted AFTER 30 November 2018

EXHIBITION STAND DETAILS Please refer to the Floor Plan and Guidelines for information.

	Stand Number(s)	Width	Depth	Total area	Please indicate your requirements
First Choice		m ²	m ²	m ²	Shell Scheme <input type="checkbox"/> Space Only <input type="checkbox"/>
Second Choice		m ²	m ²	m ²	Shell Scheme <input type="checkbox"/> Space Only <input type="checkbox"/>

AMOUNT PAYABLE Please calculate your deposit, as follows (Cost per m² = £230)

NET cost	Cost of stand excl. VAT (Cost per m ² = £230)	£
VAT	VAT @ 20%	£
Gross total	= NET cost + VAT	£
Deposit Enclosed	= 10% of Gross total (only applicable for bookings accepted prior to 30 November 2018)	£

By signing below you agree to the Terms and Conditions contained herein.

AUTHORISATION baPo ltd cannot process your order without authorisation

Name of person placing this order	Position
Signature	Date

THANK YOU FOR YOUR ORDER