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**Chamber Business Expo sponsored by Hewett Recruitment**

**Exhibitor Booking Form - Thursday 10 October 2019**

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| **Name of Company:** |   |
| **Company Address:** |  |
| **Company Telephone:** |  | **Company Twitter:** |  |
| **Company Website:** |  |
| **Booking Contact Name:**(please note this is the person who will receive all expo communication) |   |
| **Email Address:** |  |
| **Nature of Business** |  |
| Date of expiry of company’s current certificate of **Public Liability Insurance** – a copy of which should be enclosed with the application |  |

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| **Booking Details:** | **Cost for Members** | **Cost for Non Members** | **Quantity** | **Total Cost** |
| Single Exhibition Stand 2x2M (Includes **one** free breakfast) | £299.00+VAT | £399.00+VAT |  |   |
| Double Exhibition Stand 4x2M (Includes **two** free breakfasts) | £598.00+VAT | £798.00+VAT |  |  |
| Guaranteed corner stand position  | £25.00+VAT | £45.00+VAT |  |  |
| Additional Networking Breakfast(s)  | £17.50+VAT | £22.50+VAT |  |   |
| Electricity on stand **(per socket)** | £50.00+VAT | £50.00+VAT |  |   |
| Hire of Table Cloth **(per cloth)** | £12.50+VAT | £12.50+VAT |  |   |
| 6ft Trestle Table - **Please note**, no smaller tables are available but exhibitors may bring their own. | £00.00+VAT | £00.00+VAT |  |  |
| Each stand will have a Facia and will receive a board to display the stand number and company name.  | Please tick here if you **do not** wish to have your facia |
|  | **TOTAL** |

|  |  |
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| **Breakfast Information:** |  |
| Name and email address of **free breakfast attendee:** |  |
| Name and email address of **additional breakfast attendee:** |  |

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| **Zone & Location:** |  |
| **Choose your zone:** First come first serve |   |
| **Location request** Please note, this is a request only and not a guarantee. |  |

**Electricity Booking Information:**

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| --- | --- |
| The requested power supply will be used for (type of equipment) |  |

**Admission:**
Tickets are issued and visitors admitted on the understanding that no canvassing is allowed by non-exhibitors. Visitors suspected of canvassing in contravention of this rule will be asked to leave. This policy is in place to support the exhibitors that have supported this event by purchasing a stand and making the event possible.

**Booking Information:**

* Single shell scheme exhibition stand measures 2m x 2m and **includes one free breakfast**.
* Double shell scheme exhibition stands measure 4m x 2m and **includes two free breakfasts**.
* Tablecloths may be hired at an additional charge or attendees may bring their own.
* Each exhibitor is required to send a copy of their valid public liability insurance with a minimum £1 millioncover to events@hwchamber.co.uk
* Each exhibitor is required to complete and return a risk assessment and health & safety questionnaire, a template for which will be provided by the Chamber.
* You are not able to sell products at the event.
* If you wish to showcase a vehicle at the event, please request the vehicle exhibitor booking form

**Payment Options:**

Payment for the Exhibition must be made no later than **Thursday 12 September 2019 using** one of the following methods:

1. **Payment by Credit or Debit Card** Please call the Finance Team on 01905 673600 to make payment by credit or debit card.
2. **Payment by Automated Bank Payment** Please call the Finance Team on 01905 673600 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 **Thursday 12 September 2019** 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

Photos/videos will be taken throughout this event for future promotional materials. Please tick if you do not wish to be seen in any photos/videos

**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 **Thursday 12 September 2019**

I understand that cancellation requests must be received by **Thursday 12 September 2019** 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