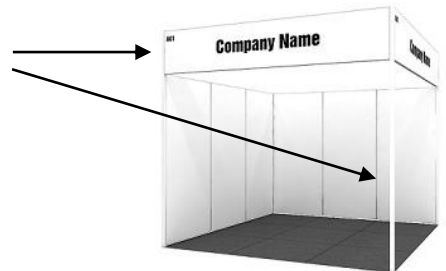


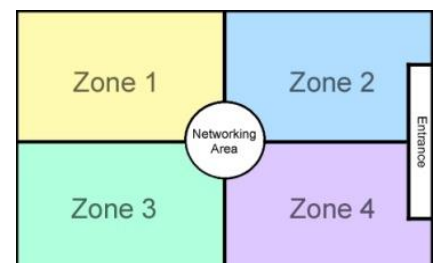
Chamber Business Expo sponsored by Hewett Recruitment
Exhibitor Booking Form - Thursday 11 March 2021



Name of Company: (This will be the name displayed on the floorplan & name board)			
Company Address:			
Company Telephone:		Company Twitter:	
Company Website:			
Booking Contact Name & Job Title: (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			

Booking Details:	Cost for Members	Cost for Non-Members	Quantity	Total Cost
Single Exhibition Stand 2x2m (Includes one free breakfast)	£239.00+VAT	£339.00+VAT		
Double Exhibition Stand 4x2m (Includes two free breakfasts)	£449.00+VAT	£549.00+VAT		
Guaranteed corner stand position	£25.00+VAT	£45.00+VAT		
Additional Networking Breakfast(s)	£17.50+VAT	£22.50+VAT		
Name and email address of free breakfast attendee: (one per stand)				
Name and email address of any additional breakfast attendee: (chargeable as above)				
Electricity on stand (per socket)	£25.00+VAT	£25.00+VAT		
Hire of Tablecloth (per cloth)	£12.50+VAT	£12.50+VAT		
6ft Trestle Table (No smaller tables are available, but exhibitors may bring their own)	£00.00+VAT	£00.00+VAT		
Each stand will have a fascia and will receive a board to display the stand number and company name. The stand may also be supported by a bar.	<p>Please tick here if you do not wish to have your fascia <input type="checkbox"/></p> 			
TOTAL				

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



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 stands measure 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 this booking form and of their valid public liability insurance with a minimum £1 million cover 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.
- If you wish to showcase a vehicle at the event, please request the vehicle exhibitor booking form
- Please note you're now able to sell products and services at this event.

Payment Options:

Payment for the Exhibition must be made no later than **Thursday 18 February 2021** 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 18 February 2021** 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.

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 18 February 2021**

I understand that cancellation requests must be received by **Thursday 18 February 2021** 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