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**Exhibition and Sponsorship
Booking Form**

 **Please return to**:
 BSHI c/o Executive Business Support,
 Unit E1, City Wharf, Davidson Road, Lichfield, Staffordshire,
 WS14 9DZ

 **Alternatively, by email**:
 BSHIConference@execbs.com

Name of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact name (s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsorship**

I am interested in sponsoring the BSHI 2018 Conference as follows:

|  |  |  |
| --- | --- | --- |
| **Item** | **Amount £** | **Total** |
| Keynote Speaker – Europe  | 600 |  |
| Keynote Speaker – UK (x6) | 250 |  |
| Gala Dinner – 3 Course Meal  | 3500 |  |
| Gala Dinner- Dinner Refreshments  | 1500 |  |
| Gala Dinner- Entertainment | 750 |  |
| Gala Dinner- Pre-dinner Refreshments  | 600 |  |
| Gala Dinner- Table Gifts  | 300 |  |
| Delegate Bags  | 1000 |  |
| Delegate Lanyards | 300 |  |
| Pens inside delegate bags  | 300 |  |
| Notepads inside bags | 300 |  |
| Advertising literature inside bags | 250 |  |
| Delivering a 20 minute lunchtime workshop (*4 sessions available*)  | 500 |  |
| Poster Session Sponsorship | 1000 |  |

Depending on the amount pledged, sponsorship benefits will include:

* Logo and acknowledgement in conference literature
* Logo and listing on conference website
* Logo and acknowledgement on selected introduction and closing slides
* 200 word corporate profile in conference handbook
* Copy of full delegate list
* Complimentary places at the conference

**Advertising in Conference Handbook**

|  |  |  |
| --- | --- | --- |
| **€** A5 colour outside back cover - £350 | **€** A5 colour inside back cover – £225 | **€** A5 black and white within handbook - £175 |
|  |  |  | **Total: £** |

**Exhibitor Stand Booking Form**

**Stand information**
All exhibition spaces are approximately 2m x 2m. 1 x 500w socket is included.

**Single Stand Exhibitor Package £1300**
2m x 2m exhibition space
Lunch and refreshments for 2 exhibition stand personnel during exhibition
Company profile in the conference handbook and the BSHI conference website

**Double Stand Exhibitor Package £2400**4m x 2m exhibition space
Lunch and refreshments for 4 exhibition stand personnel during exhibition
Company profile in the conference handbook and the BSHI conference website

**To reserve your stand, please refer to the floor plan on the next page and complete the table below:
Note: We will try to allocate your preferred stand, but this may not be possible**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Price**  | **Number Required** | **Total** | **Preferred Stand Choices** |
| **Single 2m x 2m Exhibition Stand** | £1300 |  |  |  |
| **Double 4m x 2m Exhibition Stand** | £2400 |  |  |
| **Additional Stand Personnel for Exhibition duration** | £200 |  |  |
| **“Sponsorship of the Exhibitor Bingo”** | Prize to be donated |  |  |  |
|  | **TOTAL:** | **£** |  |

**Please provide a brief description of your exhibition display, including any equipment to be displayed.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note:** BSHI will not accept cancellation or withdrawal of any application once it has been made. The full cost of the exhibition sponsorship will be payable irrespective of non-attendance. BSHI reserve the right to alter the layout of the stand plan and to transfer a company to an appropriate alternative site. Stands cannot be reserved without payment.

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**Conference Dinner Tickets**

|  |  |  |
| --- | --- | --- |
| **Number of tickets required** | **Dietary Requirements** | **Cost per person - £65.00** |
| Example: 5  | 2 vegetarian | £325 |
|  |  |  |

**Do you wish to book accommodation?**

Accommodation will be reserved on a first come first served basis. All rooms are on a bed and breakfast rate.

Cancellation of rooms after 5th June 2018 will be charged in full unless the accommodation can be resold.

|  |  |  |
| --- | --- | --- |
| **Night** | **No. Rooms required and names** | **Hotel and Room Type (Please Circle)** |
|  |  | **Hilton Hotel** | **Jury’s Inn** | **Holiday Inn** |
| Tuesday 4th September |  | £149 (single occupancy)£159 (double occupancy) | £129 (single occupancy) | £105 (single occupancy)£115 (double occupancy) |
| Wednesday 5th September |  | £149 (single occupancy)£159 (double occupancy) | £129 (single occupancy) | £105 (single occupancy)£115 (double occupancy) |
| **TOTAL** |  | £ | £ | £ |

**Stand Personnel Names**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title** | **Name** | **Surname** | **Job Title** | **Days attending** | **Dietary Requirements** | **Attending Conference Dinner?** |
|  |  |  |  | Wed / Thurs |  |  |
|  |  |  |  | Wed / Thurs |  |  |
|  |  |  |  | Wed / Thurs |  |  |
|  |  |  |  | Wed / Thurs |  |  |
|  |  |  |  | Wed / Thurs |  |  |
|  |  |  |  | Wed / Thurs |  |  |

Address for invoicing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Order Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finance Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmation will be sent to you on receipt of your completed exhibition booking form. An exhibition pack containing details stand set up times, access, health and safety information, risk assessment form and exhibition plan will be sent to you 4 weeks before the event.