

**‘UK BIOMETHANE DAY 2017’**

**WEDNESDAY 24<sup>TH</sup> MAY 2017  
NATIONAL MOTORCYCLE MUSEUM, BIRMINGHAM**

**EXHIBITOR BOOKING FORM**

Please complete the below form to reserve your exhibitor space. As part of the exhibitor cost, the fee includes entrance for two stand staff and 4 delegate passes, if you wish for more staff to attend these will need to be paid for in addition.

**IMPORTANT NOTE:** We are offering four Exhibitor packages; Table Top Exhibitor; Stand Exhibitor (not exceeding 6m<sup>2</sup>); Stand Exhibitor (not exceeding <12m<sup>2</sup>) and Stand Exhibitor (not exceeding 21m<sup>2</sup>). Please note we are not offering exhibitor shells, all exhibitors wishing to have a stand with shell will be responsible for sourcing your own exhibition shells and furniture, we are offering stand space only. We will be providing tables and chairs for all table top exhibitors. Exhibition Fees are listed below;

**EXHIBITOR / DELEGATE COSTS:**

**Exhibitor Fees**

	REA MEMBER	NON-REA MEMBER
Table Top Exhibitor	£1,600 + VAT	£2,000 + VAT
Stand Exhibitor < 6m <sup>2</sup>	£2,600 + VAT	£3,600 + VAT
Stand Exhibitor >6m <sup>2</sup> <12m <sup>2</sup>	£3,100 + VAT	£4,100 + VAT
Stand Exhibitor >12m <sup>2</sup> <21m <sup>2</sup>	£4,600 + VAT	£5,600 + VAT

**Your exhibition package also includes 4 free delegate passes for you to invite guests. If you require more than 4 Guest passes, then the following rates will apply for any additional guests.**

**Delegate Fee**

**Early Bird Rate (Book before 31<sup>st</sup> March 2017)**

COST - REA MEMBER	COST NON-REA MEMBER
£75.00 + VAT	£125.00 + VAT

**Standard Rate (From 1<sup>st</sup> April 2017)**

COST - REA MEMBER	COST NON-REA MEMBER
£125.00 + VAT	£175.00 + VAT

# EXHIBITOR CONFIRMATION FORM

Please complete the information below clearly, keeping a copy for your files and return to;

**Julie Lazenby**

Email: [julie.lazenby@cngservices.co.uk](mailto:julie.lazenby@cngservices.co.uk)

Tel: +44 (0)121 247 8160

**Lauren Hamer**

Email: [lauren.hamer@cngservices.co.uk](mailto:lauren.hamer@cngservices.co.uk)

**We wish to exhibit at UK Biomethane Day 2017 and apply for space as follows:**

**Please complete all sections (IN CAPITALS)**

Full LEGAL Company Name:

Address (Include Accounts Payable if different):

**General Contact information:**

Switchboard Tel:

Email:

Website:

Company Purchase Order No:

(If Necessary for payment processing)

**Contact Details for exhibition administration:**

NAME:

Direct Dial Tel:

E-mail:

**NAME** in CAPITALS:

**POSITION** in Company:

Signed for Exhibitor:

Date:

**Are you a member of the REA (Renewable Energy Association)? YES / NO (\*please delete as applicable)**

**Type of Exhibitor Layout you would like to book: (\*please delete as applicable)**

Table Top Exhibitor: (Yes/No\*)

Stand Exhibitor < 6m<sup>2</sup>: (Yes/No\*)

Stand Exhibitor >6m<sup>2</sup> <12m<sup>2</sup>: (Yes/No\*)

Stand Exhibitor >12m<sup>2</sup> <21m<sup>2</sup>: (Yes/No\*)

If you are exhibiting with a stand, please complete the below information:

**Total Area (m<sup>2</sup>):**

**Dimensions (Length x Width):**

**Electrics: (\*please delete as applicable)**

Do you require an electrical supply to your stand? (Yes/No\*)

If Yes - Do you require 3 Phase supply? (Yes/No\*)

**Please note, 3 Phase Electric points are limited at this venue, so any Phase 3 electrics required will be reserved to exhibitors on a first come, first served basis - (we apologise for any inconvenience this may cause you).**

**Names of Stand Staff (included as part of Exhibitor cost):**

**Stand Staff 1**

Name:  
Job Title:  
Email:

**Stand Staff 2**

Name:  
Job Title:  
Email:

**Do you wish for any additional exhibitor staff to attend? (If so please state full names and note that additional staff will be charged at REA Member delegate rate for entry, regardless of membership/non-membership status):**

**Additional Stand Staff 1**

Name:  
Job Title:  
Email:

**Additional Stand Staff 2**

Name:  
Job Title:  
Email:

**Names of Delegates attending: (4 Free passes as part of Exhibitor Cost):**

**Delegate 1**

Name:  
Job Title:  
Company:  
Email:

**Delegate 2**

Name:  
Job Title:  
Company:  
Email:

**Delegate 3**

Name:  
Job Title:  
Company:  
Email:

**Delegate 4**

Name:  
Job Title:  
Company:  
Email:

**If unknown, please confirm closer to the time of the event.**

**Invoice and Payment Terms**

Payment Terms - Immediate payment required

Amount Payable: £

**Once signed please ensure payment is processed as per CNG Services payment terms. Any invoices not paid within these terms will unfortunately result in your reserved exhibition space being cancelled.**