

'UK BIOMETHANE DAY 2018'

WEDNESDAY 2nd MAY 2018
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; Small Stand Exhibitor (not exceeding 6m²); Medium Stand Exhibitor (not exceeding <12m²) and Large Stand Exhibitor (not exceeding 21m²). 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
Small Stand Exhibitor < 6m ²	£2,600 + VAT	£3,600 + VAT
Medium Stand Exhibitor >6m ² <12m ²	£3,100 + VAT	£4,100 + VAT
Large Stand Exhibitor >12m ² <21m ²	£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 by 31st January 2018)

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

Standard Rate (From 1st February 2018)

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

Tel: +44 (0)121 247 8160

Lauren Hamer

Email: lauren.hamer@cngservices.co.uk

We wish to exhibit at UK Biomethane Day 2018 and apply for space as follows:

Please complete all sections (IN CAPITALS)

Full Company Name:

Company Address (Include Registered Address if different):

General Contact information:

Name:

Tel:

Email:

Website:

Company Purchase Order No:

(If Necessary for payment processing)

Accounts Contact information:

Name:

Tel:

E-mail:

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)*

Small Stand Exhibitor < 6m²: (Yes/No)*

Medium Stand Exhibitor >6m² <12m²: (Yes/No)*

Large Stand Exhibitor >12m² <21m²: (Yes/No)*

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

Total Area (m²):

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 - 30 days

Amount Payable: £

Signed:

Name:

Date:

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.