EXHIBITION SPACE BOOKING FORM

Please fill out and read all information below and return to <u>conference@bir.org.uk</u> to secure your exhibition space for an event.



| Event Name |
|---------------------------------------|
| Event Date |
| Company Name |
| Main Contact |
| Position |
| Address |
| |
| |
| Postcode |
| Telephone |
| Contact email |
| Accounts payable email |
| Exhibitor package: Bronze/silver/gold |
| Corporate member: Yes/No |
| PO number for the invoice: |

By filling out and submitting the above exhibition booking form you agree to the cancellation policy below.

Exhibiting / sponsorship cancellation policy

Within 24 hours of booking

You can cancel exhibiting/sponsorship booking for an event within 24 hours of booking and a full refund will be issued.

Up to 12 weeks before the event

A 50% administration fee will be charged for all cancellations.

Less than three weeks before the event

No refunds can be provided at this point.