# **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.