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**ICCE2017**

**Exhibitor and Sponsorship Booking Form**

**Company Details**

|  |  |
| --- | --- |
| Company Name |  |
| Website: |  |
| Company Address: |  |

**Contact Details**

|  |  |
| --- | --- |
| Contact Name: |  |
| Telephone No: |  |
| E-mail address: |  |
| Postal Address: |  |

**Event Packages**

|  |  |  |  |
| --- | --- | --- | --- |
| **Package****(please refer to Exhibitor and Sponsorship opportunities brochure for inclusions)** | **Tick package required** | **Cost ex vat** | **Total Cost inc vat** |
| Platinum Exhibitor Package |  | £15,000 | £18,000 |
| Gold Exhibitor Package |  | £5,000 | £6,000 |
| Silver Exhibitor Package |  | £3,000 | £3,600 |
| Bronze Exhibitor Package  |  | £2,500 | £3,000 |
| Standard Exhibitor Stand (3 days) |  | £1,500 | £1800 |

**The above packages include up to 4 delegates full access to the conference.**

**Please provide Names of Delegates:**

|  |  |
| --- | --- |
| Delegate 1 (print name) |  |
| Delegate 2 (print name) |  |
| Delegate 3 (print name) |  |
| Delegate 4 (print name) |  |

**WiFi and Power**

WiFi suitable for general browsing and email use is available to delegates and exhibitors free of charge. Should you require high speed internet access and or a secure line please contact the ACC Liverpool directly.

Mains power is not supplied as standard for Exhibitors, if you require a mains power connection please contact the ACC Liverpool directly.

businesscentre@accliverpool.com

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Sponsorship Packages****(please refer to Exhibitor and Sponsorship opportunities brochure for inclusions)** | **Tick package required** | **Cost ex vat** | **Total Cost inc vat** |
| Gala Dinner Drinks Reception |  | £3,000 | £3,600 |
| Conference Tea/Coffee Breaks |  | £750 | £900 |
| Poster Event, with wine and nibbles |  | £750 | £900 |
| Full page advert in Conference Brochure |  | £450 | £540 |
| Half page advert in Conference Brochure |  | £250 | £300 |
| Delegate bag |  | £250 | £300 |
| Inserts in Delegate bag |  | £400 | £480 |
| Lanyards |  | £500 | £600 |
| App |  | £750 | £900 |
| Twitter Wall |  | £750 | £900 |
| Total |  |  |  |

**Order Confirmation and Invoice Details**

**[ ]** Please invoice my company for the total amount of £ + VAT for the items detailed.

**[ ]** I have made payment via the Liverpool John Moores University online shop.

 <https://buyonline.ljmu.ac.uk/browse/extra_info.asp?compid=1&modid=2&deptid=61&catid=9&prodid=127>

|  |  |  |  |
| --- | --- | --- | --- |
| Name  |  | Date:  |  |
| Signature |  |
| Purchase Order No (if applicable) |  |
| Invoice address (if different from those listed above). |  |

Please provide details of your Accounts Department contact for invoicing / accounts queries (if applicable).

|  |  |  |  |
| --- | --- | --- | --- |
| Name  |  | Telephone No |  |
| E-mail address |  |

Data Protection: The personal information provided by you will be held on a database. Your details maybe used by us for marketing purposes or sending out any other relevant information If do not wish your details to be used for this purpose, please tick the box. [ ]

Conditions of Booking and Cancellation Information:

All cancellations must be received in writing no later than Friday 29th April 2017. Such cancellations are subject to a handling charge of £50.00, which will be deducted from any refund. Any cancellation received after 29th April 2017 will be subject to payment of the full fee.

Subject to terms and conditions of Liverpool John Moores University.

Once completed and signed please return to:

E-mail: ICCE@ljmu.ac.uk

**General Enquiries**

If you have any enquiries or cannot identify an exhibitor or sponsorship package which meets your needs, please contact the GCC team directly by emailing GCC@ljmu.ac.uk

**Terms of Payment for Sponsorship and Exhibition Stand Space**

The total exhibition and sponsorship fee will be invoiced once the signed Order Form has been received.

**Promotional Material**

Please note that brochures and sales materials are appreciated in the stands but not in the lecture hall, poster area and corridors. Exhibitors have the freedom to install company posters in or behind their stands and to display sales materials on their stand and interact with event participants. Announcements of coming events can be placed at the discretion of the registration desk as long as space in available.