

# ICAPA 2019 Booking Form



## Partnership, Advertising & Exhibition Opportunities

Please scan and complete this form and email it along with an EPS version of your company logo and a 75-word company biography to Ashley Cook, ICAPA2019Sponsorship@conferencepartners.com

### Partnership

I would like to confirm

\_\_\_\_\_

(Please specify what partnership you would like to confirm)

Total Cost: £ \_\_\_\_\_ plus VAT at 20%

### Exhibition

I would like to book an exhibition stand:

Booth size in sq. m: \_\_\_\_\_

Cost per sq. m: \_\_\_\_\_

Total Cost: £ \_\_\_\_\_ plus VAT at 20%

Please indicate your booth number preferences (see the floor plan):

1st preference: \_\_\_\_\_

2nd preference: \_\_\_\_\_

3rd preference: \_\_\_\_\_

Note: preference may not be available, exact stand location will be confirmed in February 2019.

### Exhibitor Badges Names

Note: Two exhibitor passes are included with every 6 sq. m

Exhibitor pass upgrades to full registrations, cost of £450

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### Organisation's VAT Registration Number:

Note: All VAT registered UK organisations availing of partnership and exhibition opportunities are subject to VAT at 20%. All VAT registered EU organisations will not be charged VAT on partnership if a VAT number is included on the booking application below. All exhibition is subject to VAT at 20%.

VAT Registration Number \_\_\_\_\_

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address that will appear on the invoice:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City, State, Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Ref / PO #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature \_\_\_\_\_

Please email or return this form to the address below, if you require further information please contact:

Ashley Cook, ICAPA 2019 Account Manager,

Conference Partners Ltd

Tel: +44 (0)131 306 0120

Email: ICAPA2019Sponsorship@conferencepartners.com

#### Payment Policy:

100% payment is due on booking. The partner/exhibitor's logo and company biography will not be included on any promotional materials until full payment is received.

#### Cancellation Policy:

Cancellation within six months prior to the congress will incur a cancellation fee of 40%  
Cancellation within two months prior to the congress will incur a cancellation fee of 100%  
The cancellation fee of the Partnership amount is subject to VAT at 20%

**Please note:** Full details of the exhibition area, set-up times, goods receipt, electricity etc. will be sent to you in early May 2019