CIfA2020 Booking Form

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| *Your details* | |
| Contact name and job title | |
| Click or tap here to enter text. | |
| Organisation | |
| Click or tap here to enter text. | |
| Website | |
| Click or tap here to enter text. | |
| Email | |
| Click or tap here to enter text. | |
| Telephone | Order number (a purchase order reference may be required for an invoice to be raised) |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Address | |
| Click or tap here to enter text. | |
| Click or tap here to enter text. | |

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| *Sponsor package* | *Cost* | *Select* | *Qty* |
| 1. ~~Gold sponsor~~ | ~~N/A~~ |  | ~~Qty~~ |
| 1. Silver sponsor | £860 |  | Qty |
| 1. Bronze sponsor | £550 |  | Qty |
| Please provide a company description (100 words max) for the conference programme  A copy of your logo should be submitted along with this booking form | Click or tap here to enter text. | | | |
| *Preferred sponsored session title, event or excursion title (NB The fringe events/ excursions may not be finalised until December):* | Click or tap here to enter text. | | | |

Please continue to next pages for booth options, advertising, bursaries, and rep listings

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| *Booth options* | *Cost* | *Select* | *Qty* |
| 1. Booth package *(included in sponsorships)* (trestle table, room for banner, 1 representative) | £295 |  | Qty |
| *Do you intend to bring a pop-up stand? If so, please provide dimensions. For larger displays, may need to amend pricing.* | Yes/No Dimensions: Click or tap here to enter text. | | |
| 1. Electrical socket required for stand **NB: all electrical equipment must carry a valid PAT certificate)** | Inc |  | N/A |
| Add’l reps social events \* | £ |  |  |

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| *Advertising options* | *Advert only* | *Booth add-on* | *Qty* |
| 1. Full page advert (digital and paper programme) | £200 | £150 | Qty |
| 1. Half page advert (digital and paper programme) | £160 | £120 | Qty |
| 1. Quarter page advert (digital and paper programme) | £120 | £100 | Qty |
| 1. Conference pack inserts (1-2) *(eg bookmarks, pencils, leaflets etc)* | £110 | £100 | Qty |
| 1. Additional inserts  *(price per insert)* | £50 | £45 | Qty |

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| *Bursaries* | | | | | |
| 1. Bursaries | Donation to travel bursary fund | £50 |  | Qty |
| Sponsor a student attendee | £130 |  | Qty |
| Sponsor a regular attendee | £245 |  | Qty |

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| *Representative costs, additional reps, late fees* | | | |
| 1. Costs for social events and additional reps (see page 3) | £Click or tap here to enter text. | | |
| 1. Late booking fee (exhibitors only, applied after 01/03/2020) | £25 |  | N/A |
| 1. Admin fee (any changes to names after 31/03/2020) | £10 |  | Qty |

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| Total cost for package | Click or tap here to enter text. |

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|  | Representative 1 | | Representative 2 | | | Representative 3 | |
| *Details* |  | |  | | |  | |
| Name | Click or tap here to enter text. | | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| Membership number | Click or tap here to enter text. | | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| Email address | Click or tap here to enter text. | | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| Dietary requirements | Click or tap here to enter text. | | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| *Attendance* | *Cost* | *Select* | *Cost* | | *Select* | *Cost* | *Select* |
| Wed 24 April | No cost |  | £60 | |  | £60 |  |
| Thurs 25 April | No cost |  | £60 | |  | £60 |  |
| Friday 26 April | No cost |  | £60 | |  | £60 |  |
| Wednesday meal | £25 |  | £25 | |  | £25 |  |
| Thursday social | £15 |  | £15 | |  | £15 |  |
|  | | | | | | | |
| Total cost for exhibitor representatives  (add this to line 13 in the booking form above) | | | | £Click or tap here to enter text. | | | |