

TECHNICAL EXHIBITION & SPONSORSHIP BOOKING FORM

Please carefully read the Exhibition & Sponsorship Prospectus before completing this form.

Reserve your stand space now and return your form together with your payment to the Secretariat (address below).

SECTION A EXHIBITOR CONTACT INFORMATION

BLOCK CAPITALS PLEASE

Company Name	
Contact Name	
Job Title	
Address for Correspondence	
Telephone	
Mobile	
Fax	
Email	

NAMES OF INDIVIDUALS ATTENDING THE EXHIBITION

Please list the names of all individuals attending the exhibition to staff your stand (this should also include the name of the primary contact if they will be attending).

Two stand registrations are included in the cost of each 3m x 2m stand space. Additional registration packages can be ordered at the cost of £80+VAT per person (see the Exhibition & Sponsorship Prospectus for details of the stand package) and will include an exhibitor badge, lunch and refreshments at coffee breaks.

Name badges are a requirement at the ASM and are proof of registration. Please note that individuals who are not registered and who do not have a name badge will not be allowed entry to the exhibition or the meeting.

	Forename	Surname
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

ADDITIONAL STAND PERSONNEL

If you require additional stand registrations (above your inclusive allocation of two per 3m x 2m stand), please advise how many are required:

Please be aware that stand registration does not include admittance to the meeting content. If you wish to attend the Scientific Programme you would need to register as a delegate separately. Once again, we are offering a discounted rate for exhibitors that register as delegates. Please see the Exhibition & Sponsorship Prospectus for more information.

SECTION B - BOOKING EXHIBITION SPACE & STANDS

EXHIBITION DATES

For your preferred exhibiting dates, please tick your preferred choice (tick one box only)

	ONE BOX ONLY
Wednesday 3rd – Friday 5th May (whole exhibition)	<input type="checkbox"/>
Wednesday 3rd May (one day only)	<input type="checkbox"/>
Thursday 4th May (one day only)	<input type="checkbox"/>

Do you require a Shell Scheme or will you Self-Build?

Please refer to the Exhibitor & Sponsorship Prospectus for details of each.

Please select:	Shell scheme <input type="checkbox"/>	Self-Build <input type="checkbox"/>
----------------	---------------------------------------	-------------------------------------

Stand Space Required

Please indicate number of 3m x 2m stand space(s) required	<input type="text"/>
---	----------------------

Space Allocation

For your preferred choices please indicate stand number(s) in boxes (see Floor Plan)

1 st choice	<input type="text"/>	2 nd choice	<input type="text"/>	3 rd choice	<input type="text"/>
------------------------	----------------------	------------------------	----------------------	------------------------	----------------------

Cost of Exhibition Stands

Each stand space is 3m x 2m. Companies wishing to have a bigger stand can either buy multiple stands or go for one of the packages.

All prices subject to VAT at the prevailing rate.

Whole exhibition @ £2,995 per stand space	£
Single day exhibition @ £2,000 per stand space	£
Whole exhibition for charity stand @ £420 per stand space	£
Package A @ £5,750 (two 3mx2m stand spaces)	£
Package B @ £11,400 (four 3m x 2m stand spaces)	£

Furniture Option

One trestle table and two chairs per 3mx2m stand are provided free of charge.

If you DO NOT require furniture please tick these boxes	no chairs <input type="checkbox"/>	no table(s) <input type="checkbox"/>
---	------------------------------------	--------------------------------------

Electrical Package Option

One 500 -watt power socket and two spotlights are provided free of charge per 3m x 2m stand. **If you DO NOT require the electrical package please tick this box**

Please note: If you require any additional furniture or have any other stand requirements these must be ordered directly from Joe Manby Ltd. Please use the Joe Manby Ltd forms in the Logistical Information Pack.

We regret bookings will not be confirmed until this form has been completed and returned to the Secretariat with your 50% non-refundable deposit fee or the total cost.

SECTION C - PROMOTIONAL OPPORTUNITIES

Company Description

Your company profile will be included on our official conference app free of charge. Please note a maximum of 50 words **only** will be permitted. Submit your description as a **Word** document before **Monday 27th February 2017**. We cannot guarantee insertion of any copy received after this date.

If you DO NOT require this option please tick this box

Company Logo

Reinforce your corporate identity by adding your company logo next to your company description on the app. This is available at a cost of £75+VAT.

Please tick here to book your logo:

Delegate Bag Inserts

Tick box below to book inserts in our delegate bags.

All prices subject to VAT at the prevailing rate.

Insert	Cost	Quantity	Tick to reserve	Total Cost (inc. VAT)
1 A4 insert (delegate bag)	£500			£
2 A4 pages insert (delegate bag)	£900			£
Larger or different items (such as booklets, fans etc.)	Price on application			

After confirmation of your order, separate mailing instructions will be sent to you. Inserts can be booked up until **Thursday 13th April 2017**. Please refer to the Logistical Information Pack for further information.

SECTION D - SPONSORSHIP PICK 'N' MIX

Please refer to the Exhibition & Sponsorship Prospectus for details on the sponsorship options offered.

All prices subject to VAT at the prevailing rate.

Product	Cost	Tick to reserve
Wellness Zone Sponsorship	£varies – call to confirm cost	
Registration Sponsor	£2500	
Bags (supplied by BPS)	£1500	
Pads (supplied by Sponsor)	£400	
Pens (supplied by Sponsor)	£400	
Lanyards (supplied by Sponsor)	£350	
Water Bottle (supplied by BPS)	£600	
Poster Boards Sponsor (Supplied by BPS)	£350	

SECTION E – CONFERENCE APP SPONSORSHIP

New for 2017, the ASM will have its first ever conference app!

Please refer to the main exhibitor prospectus for further details on each of the opportunities below.

All prices subject to VAT at the prevailing rate.

Item	Cost	Quantity		Tick to reserve
Main App Sponsor	£3,000	Only one available. First come, first served.		
Banner adverts	£800			
Push Notification(s)	£200 for 1 / £500 for 3	1 (select)	3 (select)	
Highlighted Exhibitor	£300			
Personalised icon	£1,250			
Beacon alerts	£700			
Sponsored survey	£375			
Sponsored poll	£375			

SECTION F – INDUSTRY EDUCATION ZONE

New for 2017, exhibitors have the opportunity to book a 20 minute demonstration slot in the Industry Education Zone.

The number of slots is limited and these will be booked on a first come, first serve basis. A maximum of one slot per exhibitor is permitted. For more information about the Industry Education Zone please refer to the Exhibition & Sponsorship Prospectus.

All prices subject to VAT at the prevailing rate.

Time	Date	Cost	Tick to provisionally reserve
11:30 - 11:50	Wednesday 3rd May	£2,000	
15:50 – 16:10	Wednesday 3rd May	£2,000	
16:40 - 17:00	Thursday 4th May	£2,000	
10:55 - 11:15	Friday 5th May	£2,000	

SECTION G - DELEGATE EMAILS

Email delegates

Please refer to the Exhibition & Sponsorship Prospectus for further information on this option.

All prices subject to VAT at the prevailing rate.

Product	Cost (per email)	Quantity (select)		Tick to reserve	Total Cost (inc. VAT)
All delegate email	£650	1	2		£

SECTION H - SOCIAL EVENT

The BPS 50th Anniversary party will take place 19:30 - Late on Thursday 4th May 2017. Please use the box below to specify how many places you would like to reserve, or contact the BPS Secretariat to book on 020 7269 7840 or by email at asm@britishpainsociety.org, and we will send a separate invoice.

Entry: £20 per person (includes entertainment, food and two drinks vouchers).

ASM TECHNICAL EXHIBITION PAYMENT FORM

Total amount due

All prices subject to VAT at the prevailing rate.

Product	Total (inc. VAT)
Additional Stand Personnel Registrations (Section A)	£
Exhibition Space & Stands (Section B)	£
Promotional Opportunities (Section C)	£
Sponsorship Pick 'N' Mix (Section D)	£
Conference App Sponsorship (Section E)	£
Industry Education Zone (Section F)	£
Delegate Emails (Section G)	£
Social Event (Section H)	£

Payment details

To secure your booking and preferred stand space(s) a 50% non-refundable deposit of the total fee is payable. Any remaining balances must be paid by **30th January 2017**.

Please note: Registrations made after 30th January 2017 will need to be paid in full. For cancellations up until 30th January 2016, 50% of the total fee will be retained. For any cancellations after 30th January 2016 BPS Pain Business Ltd. will retain 100% of the total fee.

We accept payment by BACS or cheque made payable to BPS Pain Business Ltd.

I enclose a cheque, payable to the BPS Pain Business Ltd., for the sum of	£
Please invoice me for the sum of	£
Please state 50% deposit amount + VAT or 100% of the booking cost + VAT	50% 100%

Checklist

Have you filled out your contact information in Section A?
Have you filled out your exhibition stand requirements in Section B?
Have you filled out your promotional requirements in Section C?
Have you filled out your sponsorship requirements in Sections D?
Have you filled out your conference app requirements in Section E?
Have you filled out your education zone requirements in Section F?
Have you filled out your delegate email requirements in Section G?
Have you filled out your social event attendance in Section H?
Have you enclosed payment for total amount or a 50% deposit fee?

CONTACT INFO

Please return your completed forms with your payment to:

BPS Pain Business Ltd.
Third Floor, Churchill House,
35 Red Lion Square, London WC1R
4SG

T +44 (0)20 7269 7840,
F +44 (0)20 7831 0859,
E asm@britishpainsociety.org
W www.britishpainsociety.org

BPS Pain Business Ltd,
Registered in England No: 9220078.
Registered Address: 3rd Floor
Churchill House, 35 Red Lion Square,
London, WC1R 4SG.

VAT registration number 203 1783 42
Stand bookings and all promotional
extras will be invoiced through our trading
company BPS Pain Business Ltd.