

# Exhibitor Booking Form

## in-community conference 2024

In-tend's Procurement Act Special, Part II: Reforms

Thursday 17th October 2024

Cranmore Park, Solihull

### Booking Information

Exhibition space for events is available on a first come, first served basis and are reserved by submitting a completed booking form together with payment.

**Please read the following points before completing this form:**

- By returning a completed booking form, you are confirming that you wish to attend the event and agree to make full payment prior to the event
- Places are reserved once the full payment is received, your exhibitors stand at the event will then be confirmed via e-mail. Until payment is received, stands will be held for a maximum of seven (7) working days only.
- Please ensure that all parts of the booking form below are completed before returning to: [events@in-tend.com](mailto:events@in-tend.com)

### Company Details

<b>Company Name</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Contact Name</b>	
<b>Contact Number</b>	
<b>Contact Email</b>	



## Attendee Details

Please ensure:

- Attendee day delegate details are completed in full including mobile numbers (this is important in case of any last-minute changes to the event or in case of emergency). Two (2) exhibitor places are included in the cost
- Spellings are correct as this information is used for name badges
- Any changes prior to the event are forwarded through to [events@in-tend.com](mailto:events@in-tend.com)
- Should you wish to add any further day delegates, these are available for an additional £70 + VAT

## Payment Instructions

- All delegate places are to be paid by credit card on return of booking form
- Please contact **0114 407 0056** to make card payment or request a call back on return of booking form via email [events@in-tend.com](mailto:events@in-tend.com)
- In the event that credit card payment cannot be made and by BACS and there will be a 15% administration charge

## Day Delegate Prices

Day Delegate Prices	Includes	Price Total (not including VAT)
<p>Additional Day Delegate package when accompanying an exhibition stand</p> <p>Two (2) Day Delegate passes are included into the price of your exhibition stand</p>	<p>Delegate pass, Supplier seminar access, Lunch and refreshments</p>	<p>£70</p>

Exhibitor Attendee One (included free with purchase of exhibition stand)

<b>Full Name</b>	
<b>Job Title</b>	
<b>Mobile Number</b>	
<b>Email</b>	
<b>Dietary Requirements</b>	
<b>Access Requirements</b>	



Exhibitor Attendee Two (included free with purchase of exhibition stand)

<b>Full Name</b>	
<b>Job Title</b>	
<b>Mobile Number</b>	
<b>Email</b>	
<b>Dietary Requirements</b>	
<b>Access Requirements</b>	

Exhibitor Attendee Three (additional £70+VAT)

<b>Full Name</b>	
<b>Job Title</b>	
<b>Mobile Number</b>	
<b>Email</b>	
<b>Dietary Requirements</b>	
<b>Access Requirements</b>	

Exhibitor Attendee Four (additional £70+VAT)

<b>Full Name</b>	
<b>Job Title</b>	
<b>Mobile Number</b>	
<b>Email</b>	
<b>Dietary Requirements</b>	
<b>Access Requirements</b>	



## Exhibition Stand Packages

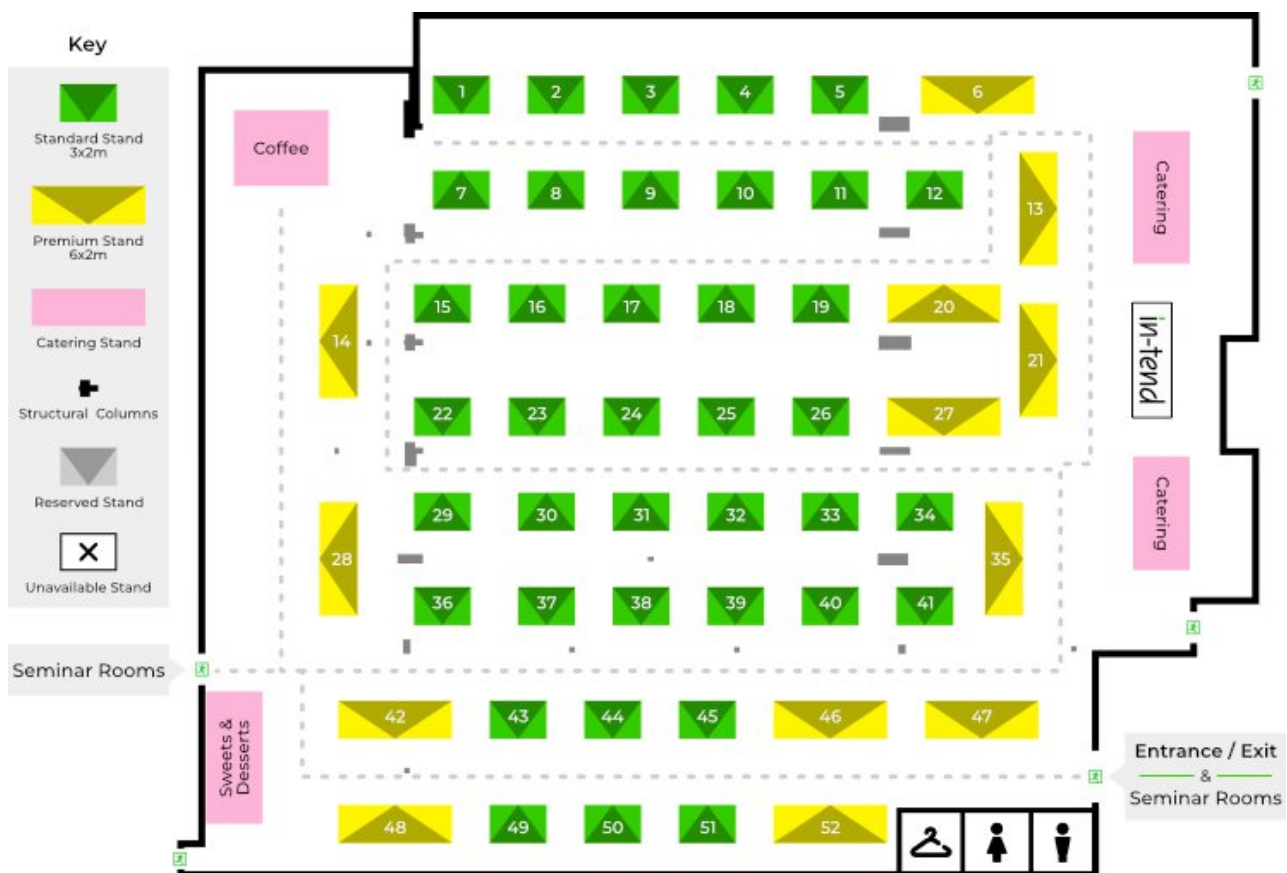
Name of package	Includes	Price Total (not including VAT)
<b>Standard Stand</b>  <i>Early Bird Offer</i> <i>Ends 30th April 2024</i>	Two delegate passes  3m by 2m exhibition space  Table, two chairs, power supply  50-word company profile in our event guide (A5)  Lunch and refreshments	£650
<b>Standard Stand</b>	Two delegate passes  3m by 2m exhibition space  Table, two chairs, power supply  50-word company profile in our event guide (A5)  Lunch and refreshments	£850
<b>Premium Stand</b>  <i>Early Bird Offer</i> <i>Ends 30th April 2024</i>	Two delegate passes  Two 3m by 2m exhibition space  Location close to either drinks stands, food stands or entrances/exits  Table (x2), chairs (x2), power supply  50-word company profile in our event guide (A5)  Lunch and refreshments	£850
<b>Premium Stand</b>	Two delegate passes  Two 3m by 2m exhibition space  Location close to either drinks stands, food stands or entrances/exits  Table (x2), chairs (x2), power supply  50-word company profile in our event guide (A5)  Lunch and refreshments	£1050

## Exhibition Stands

- Please complete the table below by selecting your preferred stands
- Please refer to the exhibition package and floor plan below; and following this, complete your preferences
- You will automatically be provided with your table(s) and chairs unless you indicate otherwise

Preferred Stands		
Stand number preference 1		
Stand number preference 2		
Stand number preference 3		
Electrical Socket (please tick)	Yes	No

## Floor Plan



The Floor plan is subject to change and the event organiser will make the final decision. The event organiser has the right to make amendments to the final floor plans considering numbers of exhibitors.

## Use of Electrical Items

Please note any electrical items that are brought to the exhibit must be PAT (Portable Appliance Testing) tested **PRIOR** to the event, and that test certificate for each electrical items you wish to use is provided along with the risk assessment.

Failure to do so will mean that you are unable to use that electrical item at the event.

This information is at the request of the venue.

## Venue Disclaimer

Please note that any materials brought in to the venue must be removed on departure.

Any damage to walls, carpets or furniture as result of items installed by exhibitors, will be rectified at your expense.

## Your Information

Your name, job title, organisation and details will be used in the production of a delegate list which will be shared with event participants\*\* after the event. This will not include your direct contact details.

Furthermore, In-tend will never share your contact details with other third parties.

Tick here to opt out

Your name, job title and organisation details will be used in the production QR codes for your lanyard that exhibitors/delegates/participants\*\* can scan with your permission during the event. This will not include your direct contact details. Furthermore, In-tend will never share your contact details with other third parties.

Tick here to opt out

**If you would like any of your direct contact details adding to either the delegate list or to be included on the QR code then please contact the Events Team separately.**

Participant/attendee\*\* – For the purposes of this event are classed as procurement professionals which may include a number of job titles relating to this area. They can be from either public or private sector.

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## Exhibitors

### Terms & Conditions of Booking and Cancellation Information

Please note these 'Terms and Conditions' may be subject to change without notice.

The above is all in line with our published price list & terms and conditions available on request.

## Booking

- 1) For current event costs and dates, please refer to our website, <https://www.in-tend.co.uk/events/in-community-conference/>
- 2) By signing this form on behalf of your company you are entering a contractual agreement with In-tend Ltd, and therefore it is the responsibility of the business entity to comply with the terms and conditions on this form, including but not limited to the cancellation policy.
- 3) If an event registration/booking form is completed by an individual other than the lead exhibitor, it is the responsibility of the organisation to ensure that the delegate is authorised and able to attend the event on the employer's behalf.
- 4) Upon receipt of your registration/booking form and subsequent payment, your exhibition place(s) will be confirmed.
- 5) In-tend management maintain the right to refuse any booking.

**Important note:** In-tend's acceptance of your booking brings into existence a legally binding contract between both parties against these terms and conditions. Any term sought to be imposed by you in any purchase order or correspondence will not form part of the contract.

## Invoicing and payment

- 1) Exhibitor and any additional delegate fees (including any card processing and/or booking fees applicable) are payable upon booking via credit card unless a valid, authorised Purchase Order is provided and accepted. Preferred stands (stand numbers) will be held for a maximum of seven (7) working days.
- 2) For online bookings paid at the time of booking, invoices/receipts will be issued electronically on completion of the booking.
- 3) For bookings accepted with purchase orders there will be a 15% administration fee on top of any costs. Invoices will be sent via email to the name and email address provided on the booking form and MUST be paid within 10 days of the invoice date, and no later than 10 working day prior to the start of the event, whichever date occurs soonest (the "due date").
- 4) Payment must be made in pounds Sterling by credit/debit card or BACS.



- 5) If any amount properly due to In-tend under or in connection with these terms and conditions remains outstanding beyond the due date In-tend may:
  - a) charge interest (both before and after any judgement) on a day to day basis at the rate of 8% plus the Bank of England rate for business to business transactions; or
  - b) claim interest and statutory compensation pursuant to the Late Payment of Commercial Debts (Interest) Act 1998).

## Event attendance

- 1) Exhibitors/Day Delegates will receive joining instructions via email to the email address provided on the booking form.
- 2) It is the responsibility of the individual completing the event registration/booking form to ensure joining instructions are received by the delegate if issued to another individual.
- 3) If the joining instructions are not received, it is the responsibility of the individual who completed the event registration/booking form to contact In-tend Events department to arrange for them to be reissued.
- 4) Failure to attend the event will result in the full cost being incurred. No refund shall be given.
- 5) Failure to attend an event at which a free or concessionary rate place was given may at In-tend's sole discretion result in the delegate becoming ineligible for such places at future event(s).
- 6) In-tend will send all correspondence primarily via email to the email provided on the booking form. If alternative details are received after the booking form has been submitted, they will supersede the original details and all future correspondence will be sent to the new address.
- 7) It may be necessary, for reasons beyond the control of In-tend, to change the content and timing of the programme, the date, the venue or the speaker(s).

## Cancellations and Amendments

- 1) All requests for cancellations and/or transfers must be received in writing.
- 2) Changes will become effective on the date of written confirmation being received.



- 3) The appropriate cancellation charge will apply based on the cost of your booking (excluding any card processing fees and/or booking fees previously applied), as shown below.

<b>Calendar Days' Notice Before the Event Start Date</b>	<b>Fee Applicable</b>
12 weeks or more	50% Fee will be liable
2-12 weeks before the event	100% Fee will be liable
Failure to attend	No refund will be given

- 4) For employer bookings only, in the event of a exhibitors named on the booking form being unable to attend, we will accept substitution of another delegate on the condition that written notification of the substitution has been received by us prior to the event date.
- 5) In the event of there being insufficient numbers booked onto an event, In-tend reserves the right to cancel or postpone the event.
- 6) In the event of cancellation of an event by In-tend, we will endeavour to inform all delegates a week before the event is due to take place, however please be aware that this is not always possible. All event fees paid will be reimbursed in full, or the payment will be transferred in full to another In-tend event. In-tend shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred; including transport costs, accommodation etc.

## Event Provisions

- 1) Organising and financing accommodation and travel are the responsibility of the exhibitor/delegate.
- 2) Where food and refreshments are to be provided, this will be stated on the event details and the cost included in the price quoted. Any special dietary requirements need to be notified in writing to In-tend in advance of the event, as specified in the event details.

## Force Majeure

- 1) In-tend shall not be liable to refund fees or for any other penalty should the event be cancelled due to war, fire, strike lock-out, industrial action, tempest, accident, civil disturbance, Covid restrictions or any other cause whatsoever beyond their control.



## Entire Agreement

- 1) These terms and conditions, together with the current In-tend website prices, event details and In-tend contact details, set out the whole of our agreement relating to the event. These terms and conditions cannot be varied except in writing signed by a Director of In-tend. In particular, no terms and conditions incorporated within your purchase order and nothing said by any person on behalf of In-tend should be understood as a variation of these terms and conditions or as an authorised representation about the nature or quality of any goods offered for sale by In-tend. In-tend shall have no liability for any such representation being untrue or misleading.

