



Reebok Stadium, Bolton, Lancashire, BL6 6JW
Wednesday 26th and Thursday 27th May 2010

Exhibition Package Booking Form

To book an exhibition stand please refer to the attached floor plan and indicate a first, second and third choice for your stand position.

Please note nasen cannot guarantee that you will be given your preferred choice of stand. Stand spaces are generally allocated on a first come, first served basis. You will be informed which stand you have been allocated in your confirmation e-mail.

An Exhibitor Handbook will be sent to you by 30th September or, for bookings received within a week of this date, as soon as the booking has been confirmed by us. The handbook will give full details of the event and instructions for exhibitors. Please see www.soundscommercial.co.uk/reg/nasenlive2010 for stand availability.

1st choice stand No. : _____ 2nd Choice stand No. : _____ 3rd choice stand No. : _____

Stands may be booked by the square metre at a charge of £250.00 + VAT per square metre to include stand walls, carpet, company name board, visitor directory, entry in the event guide and two exhibitor badges.

Stands are generally 2 metres deep.

Stand size required: _____ m² Ratio: _____ metres (wide) X _____ metres deep

Company Name: _____ Contact Name: _____

Contact Tel No.: _____

Contact Email: _____

If you require track lighting, a power socket, furniture, broadband internet connection or audio visual equipment with your stand, full instructions will be issued within the Exhibitor Handbook.

Company Name Fascia Board

In order to eliminate the risk of error and to ensure that the name on your fascia board is printed exactly as you wish, we kindly ask that you follow instructions in the **Exhibitor Handbook** to register the name details exactly how you would like them to appear.

Invoice Details

The invoice for the exhibition stand, (size as requested), to include stand walls, carpet, company name board, visitor directory, entry in the event guide and two exhibitor badges; will be issued as follows:

Upon receipt of the stand booking form you will be sent an invoice for 50% of the full amount.

An invoice for the remaining 50% will be sent January 2010.

For bookings taken after 1st January 2010 an invoice for the full amount will be issued.

For bookings taken after 1st April 2010 a cheque must accompany the booking form.

If an invoice for the full amount is required prior to January 2010, please request this with the event organiser Joan Smith, **email:** nasenlive2010@soundscommercial.co.uk



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Full terms and conditions are attached to this e-mail and will also be issued with the **Exhibitor Handbook**.

Invoice address: _____

Postcode: _____

Contact Name for Invoice: _____

Contact Telephone No.: _____

Purchase order No.: _____

Signed: _____

Print Name: _____

Job Title: _____

Date: _____

Upon receipt of your signed booking form you will be sent an acknowledgement of your booking together with confirmation of your stand number.

Please save a copy of your pdf booking form and return it to the conference organisers by email:
nasenlive2010@soundscommercial.co.uk

Alternatively, please post a copy of your completed form to:

Nasen Live 2010 Conference Office
c/o Sounds Commercial
13-16 Dragon Court
St. George
Bristol
BS5 7XX
Tel: 0117 958 0283
Fax 0117 935 5266

Event Manager: Joan Smith
Event Administration: Kelly Darwin