

First Aid Conference 2019

Friday 8th March 2017

RATHO, Edinburgh

EXHIBITORS BOOKING FORM

HOW TO BOOK

COMPLETE THE FORM AND RETURN BY EMAIL TO:
COURSES@FIRSTAIDTRAININGCOOPERATIVE.CO.UK



Company Name:		
Address:		
Postcode:		
Country:		
Telephone:		
Mobile:		
Email:		
Contact Person:		
Position:		
Please indicate the amount of items you wish to purchase		
	Amount	
1 x Exhibitor Staff	Free (included in purchase of exhibitor space)	
Additional Exhibitor Staff	£35+VAT per person	
8x3ft exhibition space	£50+VAT before 1 st of January 2017	
8x3ft exhibition space	£150+VAT after 1 st January 2017	
		Amount
Extras		
Delegates goody bag	£15+VAT	
Hire of table in hall (all day)	£45+VAT	

Notes and Conditions

1. **Location:** Patley Room, Edinburgh International Climbing Arena: Ratho, South Platt Hill, Newbridge, EH28 8AA.
2. **Parking:** Parking at the venue is free.
3. **Timing and Set-up:** Conference Times 09:00 – 16:30. Set-up Friday 8th of March between 07:45 -08:45. Dismantle Friday 3rd of March between 16:30 – 17:30.
4. **Refreshments:** Free lunch and morning/afternoon coffee is included in the entry price for each Exhibitor. All other drinks, meals and refreshments are not included.
5. **Exhibitor Representatives:** 1 representative entry is included in the purchase of 1 x exhibition space.
6. **Additional Exhibitor Representatives:** A second (or more) company representative (s), if no extra exhibition space is purchased will be subject to a fee as stated on booking form. This fee includes lunch.
7. **Exhibit Furniture:** The venue has a limited number of tables for hire, however a free chair is included in the floor space price. The table size is 5ft x 2ft. If you have not booked a table please bring your own, note it must fit into your allocated space.
8. **Goody Bags:** To put items into delegate welcome goodie bag, £15+VAT (just supply the items and we will do the packing).
9. **Electrical Equipment:** The venue can't guarantee electric sockets for each exhibitor. If you are going to bring projector equipment then silent computer displays or screens are acceptable (no music). We recommend that your equipment is PAT tested.
10. **Internet:** Free Wi-Fi is offered at the venue. We accept no responsibility for the loss or interruption of the free service.
11. **Promotion:** All Exhibitors are expected to help promote the event. You will be provided with a PDF flyer for email and social media distribution.
12. **Payment:** Full payment is due upon booking. If the exhibitor wishes to cancel the booking fee is non-refundable. In the unlikely event of the cancellation of the First Aid Conference due to unforeseen circumstances, our full liability will be limited to refunding the fees paid.
13. **Discount:** Exhibitor space is offered at the discounted rate up to and including the 1st of January 2017. Thereafter the full exhibitor rate applies.
14. **Liability:** Exhibitors shall comply with all applicable Health and Safety and Fire Regulations displayed at the conference venue. The First Aid Conference accepts no responsibility whatsoever for any injury, loss or damage to exhibitors, their staff and their equipment or for any disruption to electricity, water, drainage or sewage services for whatever reasons. Exhibitors should arrange adequate insurance cover for themselves, their staff, products and equipment and for consequential claims or third party losses.
15. **VAT:** The VAT rate is 20%.