SAR 2010 VISITOR REGISTRATION & DELEGATE BOOKING

For enquiries call +44 (0)1753 727028 or email bookings@shephard.co.uk

Fax this form back to +44 (0)1753 727002

section A

YOUR INFORMATION (all fields are mandatory)

Title: _____ First name: _____ Surname: _____

Job title: _____ Organisation: _____

Address: _____

_____ Post/Zip Code: _____ Country: _____

Telephone: _____ Fax: _____ Email address: _____

Which of the following best describes your job title?

☐ General Officer/President/MD/CEO ☐ Junior Officer/Junior Management ☐ NCO ☐ Operator ☐ Other (please specify)

☐ Senior Officer/Senior Management ☐ Executive ☐ Analyst ☐ Technician _____

Please indicate your selection clearly using a tick and delete where applicable.			Rates **EXCLUDE** 17.5% UK VAT tax.	
Delegates	Standard rates	5% Discount Groups 3 to 5 Delegates *	10% Discount Groups 6 to 10 Delegates *	25% Discount One-day rate *
Industry rate	☐ £999.00	☐ £949.05	☐ £899.10	☐ £749.25
Exhibitor/Supporting Association Member rate	☐ £899.00	☐ £854.05	☐ £809.10	☐ £674.25
SME rate (Businesses with 250 employees or less)	☐ £599.00	☐ £569.05	☐ £539.10	☐ £449.25
Military/Government rate	☐ £299.00	☐ £284.05	☐ £269.10	☐ £224.25
OF5 and above plus Civil Servants Band B2	☐ FREE (subject to availability)			
Visitor Exhibition Pass	☐ FREE – 10.00-12.00/14.00-16.00 – excludes refreshments, lunch and conference admittance			
Total number of delegates attending: _____				

* For group bookings please photocopy this form and repeat section A for each additional delegate (all rates listed are per delegate)

section B

Please complete if you are a paying delegate

PAYMENT METHOD (TICK AS APPROPRIATE)

■ Invoice

Please send me an invoice

■ Cheque

Enclosed is my cheque for £ *Please include 17.5% of UK VAT tax*

Cheques should be made payable to: **Shephard Conferences and Exhibitions Limited**

■ Bank Transfer

Transfer to: **Shephard Conferences and Exhibitions Limited**, National Westminster Bank plc, 63 High Street, Burnham, BUCKINGHAMSHIRE, SL1 7JU, UK

Sterling Account number 47820160 Swift code NWB KGB 2L

■ Card

Please debit my: ☐ AMEX ☐ Mastercard ☐ Visa the sum of £

Card number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ CVN: ☐☐☐ found on reverse of card

Expiry date: / Start date: /

Signature of card holder: Date: / /

Credit card payments for sponsorship and exhibition packages will be subject to a surcharge of 2.5%.

Signature Date / /

DATA PROTECTION

Your details will be held confidentially and will only be used by The Shephard Group to process your order and provide you with additional news and information on Shephard products. Occasionally we may make our lists available to carefully screened third parties.

☐ Place a clear X in the box if you do not wish to receive information of interest from other companies approved by The Shephard Group.

☐ Place a clear X in the box if you do not wish to receive information about new events and offers from The Shephard Group.

DELEGATE TERMS AND CONDITIONS

1. No delegate will be allowed into conference sessions unless full fees have been received prior to the event.
2. Registrations within 7 days of the event must be made by credit card.
3. Delegate places may not be shared.
4. Substitution of delegates is permitted, provided that the organisers are informed in advance in writing.
5. Once a booking form has been received by the organisers and joining instructions issued, any cancellation, which must be received in writing, will be subject to the following:
   - All cancellations received more than one calendar month prior to the event will be subject to a 10% administration fee.
   - No refund of delegate fees will be made for cancellations received within one calendar month of the event.
6. By providing your email address on this booking form, you consent to The Shephard Group using this to inform you of other products and services.
7. These terms and conditions apply to delegate bookings only. Exhibitor terms and conditions can be obtained on request.