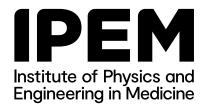


	BASICS	PACKAGE ADDITIONS	PRICE
PACKAGE ONE (A)			
Sponsorship of Session room for speciality	 Standard exhibition space in exhibitions room Named a key event partner on STEF webpages/IPEM website Access to delegate list 	 Includes logo on all presentation templates (joint with session sponsors), branding in room 4 attendees including refreshments & lunch (two day pass) 	£3,500 plus VAT
PACKAGE TWO (B)			
Sponsorship of Individual Sessions	 Standard exhibition space in exhibitions room Named a key event partner on STEF webpages/IPEM website Delegate list 	 Includes logo on all presentation templates for that session joint with room sponsor 2 attendees including refreshments & lunch (two day pass) 	starting from £1,850 plus VAT
PACKAGE THREE (C)			
Sponsorship of Industry Showcase	 Standard exhibition space in exhibitions room Named a key event partner on STEF webpages/IPEM website Delegate list 	 Includes headline speaking slot at industry showcase 4 attendees including refreshments & lunch (two day pass) 	£3,500 plus VAT
PACKAGE FOUR (D)			
Standard exhibition space in Exhibition Space	 Standard exhibition space in exhibitions room Named & Logo on website Delegate list 	 ← 2 attendees including refreshments ℰ lunch (2 day pass) 	£1,500 (VAT exempt)
PACKAGE FIVE (E)			
Branded items	 Your logo on the STEF event branded items i.e. environmentally friendly notepads 		starting from £2,250 plus VAT



EXHIBITION BOOKING FORM

CONFERENCE DETAILS

Title of conference: SCIENCE TECHNOLOGY INNOVATION FORUM

Date of conference: TUESDAY 28TH FEBRUARY & WEDNESDAY 1ST MARCH 2023

COMPANY DETAILS

Company: enter company name

Primary Contact: enter name of primary contact

Email: enter email address

Phone: enter phone number

Address: enter company address

Attending

Representatives:

enter name of Rep 1

enter name of Rep 2

enter name of Rep 3 enter name of Rep 4

Contact Details: Rep contact phone number

Rep email address

BOOKING DETAILS PACKAGE TITLE **SELECTION** SPECIFY SPECIALITY/ **PRICE** SESSION/ITEM Package 1 Sponsorship of Session room £3,500 for speciality Package 2 Sponsorship of Individual from £1,850 Session Sponsorship of Industry Industry showcase £3,500 Package 3 Showcase n/a £1,500 Package 4 Standard Exhibition space in exhibition areas Package 5 **Branded Items** from £2,250

^{*}for packages 2 and 5 final price will be determined by session/item

PAYMENT DETAILS

Purchase orders are required for all bookings. On receipt of your booking form and purchase order, IPEM's Finance Department will raise an invoice and email it to you for payment.

Purchase Order No: enter Purchase Order number

Invoice email address: enter email address for invoice if different from above

Signed Enter name



Please return this form with a copy of your Purchase Order to the IPEM Conferences Department conferences@ipem.ac.uk

TERMS AND CONDITIONS OF BOOKING

SPONSOR BENEFITS: IPEM will provide the sponsorship benefits to the sponsor as specified in the specific sponsorship proposal provided to them.

PAYMENT: The booking is not confirmed unless the invoice is paid in full and will still be subject to the cancellation terms below.

FEES: All our prices are subject to VAT at the prevailing UK rate.

CANCELLATION BY EXHIBITOR/SPONSOR:

Cancellations made more than 45 working days before the date of the event – 10% charge Cancellations made between 30-45 working days before the date of the event – 20% charge Cancellations made within 10-30 working days - 50% charge

Cancellations made less than 10 working days – 100% charge. Full costs will be charged for cancellations received after the deadline and for non-attendance on the day.

All cancellations should be made in writing to conferences@ipem.ac.uk

CANCELLATION BY IPEM: IPEM reserves the right to cancel a training course, workshop, conference, networking or any other events for any reason prior to the event date. We will contact you as soon as possible to tell you about the cancellation. If you have already paid a fee then we will issue a full refund or offer an alternative date for the event. IPEM will not be liable for any other costs relating to sponsoring the event.

Amendments to event programmes: Sometimes we will need to make amendments to our programmes or to our speakers. We reserve the right to do so.

DATA PROTECTION

Please note that we will store your details electronically for meeting administration purposes. We will never sell database information to third parties.

IPEM will keep your details on our database in order to inform you of future events and meetings via email. If you do not wish to be contacted, please tick here. \Box

Any enquiries should be directed to the IPEM Conferences Team, conferences@ipem.ac.uk tel: 01904 550598. IPEM, Fairmount House, 230 Tadcaster Road, York, YO24 1ES.