



# INTERNATIONAL ENTERPRISE PROMOTION CONVENTION

8-10 November 2010 - Harrogate, North Yorkshire, UK

## ENTERPRISE EXPO BOOKING 2010 -B

**Organisation** \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Products/Services: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Special Notes/Diets: \_\_\_\_\_

**Our Ref: E** \_\_\_\_\_

Your Purchase Order No: \_\_\_\_\_

Date of Order: \_\_\_\_\_

Date of Payment: \_\_\_\_\_

Paid by: \_\_\_\_\_

Names of Representatives and delegate category:

1 \_\_\_\_\_ (Full/Accomp.)

2 \_\_\_\_\_ (Full/Accomp.)

3 \_\_\_\_\_ (Full/Accomp.)

4 \_\_\_\_\_ (Full/Accomp.)

Display spaces will be in Hall D where delegates will have lunch and refreshments breaks. The spaces are ideal for small panel display systems, pop-up banners or tabletop displays. Shell schemes are not allowed. The fees due for participation in Enterprise Expo are based on the date of payment as follows:-

Description	(* see notes overleaf as numbered 1-15)	Early Jun-Jul	Normal Aug-Sept	Late Oct-Nov	£ DUE
A. <b>Small Space for 3 days</b> <sup>*3</sup> – floor space 2m wide x 1.5m deep + small table - includes 1 full delegate place for whole Convention <sup>*4</sup>		£495	£545	£595	
B. <b>Medium Space for 3 days</b> <sup>*3</sup> – floor space 3m wide x 1.5m deep + large table - includes 1 full delegate place for whole Convention <sup>*4</sup>		£595	£645	£695	
C. <b>Large Space for 3 days</b> <sup>*3</sup> – floor space 4m wide x 1.5m deep + large table - includes 1 full delegate place for whole Convention <sup>*4</sup>		£695	£745	£795	
D. <b>Electricity</b> – provision of dedicated 240v 13amp Power Supply		+£25	+£25	+£25	
E. <b>Extra Delegate Place(s)</b> for all Convention activities - 3 days <sup>*4</sup>		£295	£345	£395	
F. Accompanying person(s) for meals and refreshments on 3 days <sup>*5</sup>		£95	£115	£135	
G. <b>Welcome Reception &amp; Buffet</b> - in the Royal Hall - Monday <sup>*6</sup>		FREE	FREE	FREE	
<b>H. Insertion of participants' literature</b> into all Delegate Bags (Quantity to be advised later <sup>*11</sup> )					
- per item up to 2 pages A5 or equivalent up to 5g each		+£50	+£50	+£50	
- per item up to 2 pages A4 or equivalent up to 10g each		+£75	+£75	+£75	
- per item up to 4 pages A4 or equivalent up to 25g each		+£100	+£100	+£100	
- per item up to 8 pages A4 or equivalent up to 50g (max)		+£125	+£125	+£125	
<b>TOTAL DUE:</b> (VAT is not applicable)		<b>TOTAL DUE</b>		£	

I confirm the Order and have read and accept the special notes and conditions 1-14 set out overleaf.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this Booking Form by e-mail, fax or post to the address below. Keep a copy for reference. Cheques payable to Enterprise Promotion Convention. Bank transfer & Credit Card details on request.

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# INTERNATIONAL ENTERPRISE PROMOTION CONVENTION 2010 ENTERPRISE EXPO CONDITIONS

Harrogate, UK  
8-10 November 2010

**1. LOCATION.** Floor spaces either 2m, 3m or 4m wide x 1.5m deep will be in Hall D where delegates will have their lunch and refreshment breaks each day. These spaces will be ideal for lightweight panel display systems and pop-up or tabletop displays. Shell schemes are not provided at this event.

Whilst Exhibitors' preferences will be considered, the Organisers will allocate the final positions when payment is received, according to the overall needs of the Convention to fit within the venue layout.

**2. POWER SUPPLY.** If access to a 13 amp power supply is required, this has to be pre-ordered as it has to be installed by Harrogate International Centre. Cables must not be laid across doors or walkways.

**3. TIMING.** Displays should all be erected between 10.00 and 12.00 Monday 8<sup>th</sup> November and dismantled between 11.00 and 12.00 on Wednesday 10<sup>th</sup> November. Early breakdown is not allowed.

**4. REPRESENTATIVES.** The Display Space Fee covers full participation in all Convention sessions for ONE delegate, including coffee, lunch and tea on Monday, Tuesday and Wednesday, 8<sup>th</sup> -10<sup>th</sup> November. Extra full delegate places for the Convention may be ordered at the rates shown.

**5. ACCOMPANYING PERSONS.** This fee only covers access to Enterprise Expo and the provision of accompanying persons' lunches, coffee and tea breaks on the three days but NOT participation in the Convention. (*Unidentified visitors will not be admitted to the Convention for security reasons.*)

**6. SOCIAL EVENT.** The International Welcome Reception & Buffet on Monday evening is included in the fee for all pre-booked delegates and accompanying persons. This is a good networking opportunity.

**7. FURNITURE.** The Convention Venue will initially provide one table and one or two chairs for each space. Extras can be arranged at no extra cost subject to availability and space limitations.

**8. ELECTRICAL EQUIPMENT.** No music or recorded speech from television, videos, projectors, CDs, DVDs or games may be played in the Enterprise Expo area, as this may interfere with other Exhibitors and with the Convention sessions. Silent computer displays and projected images are permitted.

**9. LITERATURE.** Exhibitors should not distribute literature around the Convention Centre, Workshop Rooms, refreshment areas or entrance foyers. Non-exhibitor's sales literature is also prohibited.

**10. INTERNET CONNECTION.** The Enterprise EXPO will have a FREE wi-fi internet connection for delegates and exhibitors using their own laptops intermittently. If a continuous internet connection is required then an official Purchase Order should be sent to the Secretariat, who will forward it to the HIC for a specific quotation and the relevant order form. The Exhibitor must undertake to pay the HIC direct.

**11. DELEGATE BAGS.** Literature from Sponsors, Exhibitors, Speakers and Delegates only may be inserted into each Delegate Bag at the prices quoted overleaf, subject to approval of a sample copy. Literature from non-participants may be considered if space is available at double the prices quoted. Please send a copy to the Secretariat by 30<sup>th</sup> September for approval, weighing and price confirmation. The required quantity of literature, the delivery address and the deadline date will then be specified.

**12. ACCOMMODATION.** Exhibitors may reserve rooms at special rates negotiated for our delegates at selected Hotels. Full details and reservation procedures will be provided after booking. Alternative accommodation can be found nearby through local organisations shown on the Convention website.

**13. PAYMENT.** The fees due depend upon the date of payment. A receipted invoice will be issued if payment is made when booking. If an invoice is required before payment, please send an official Purchase Order Number with the Booking Form by 30<sup>th</sup> September. Cancellations received by 30<sup>th</sup> September will have payment refunded less a 20% cancellation charge. No refunds will be made after 30<sup>th</sup> September for any reason. Substitutions can be made without penalty up to 30<sup>th</sup> October.

**14. LIABILITY.** The International Association for Enterprise Promotion and the Organisers, Perlex Associates, accept no responsibility whatsoever for any injury, loss or damage to exhibitors' staff and equipment during the Convention for whatever reason. Nothing should be stuck, screwed or nailed to the floors or walls of the venue. Exhibitors will be held liable for any damage they cause to the Venue or injury to Delegates or staff. Exhibitors should arrange adequate insurance cover for themselves and their own staff and equipment.

**15. CHANGES.** The Organisers reserve the right to make any necessary changes to the programme and the arrangements for the Convention, which will be posted on the Convention website.