



INTERNATIONAL ENTERPRISE PROMOTION CONVENTION

15-17 November 2009 - Harrogate, North Yorkshire, UK

ENTERPRISE EXPO BOOKING FORM 4

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/Day/Accomp.)
 2 _____ (Full/Day/Accomp.)
 3 _____ (Full/Day/Accomp.)
 4 _____ (Full/Day/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 1-14)	Early <small>Jul-Aug</small>	Normal <small>Sept</small>	Late <small>Oct-Nov</small>	SUM DUE
A. Display Space for 3 days * ³ – floor space 2m wide x 1.5m deep - includes 1 full delegate place for whole Convention and all lunches* ⁴	n/a	n/a	£495	
B. Larger Space for 3 days * ³ – floor space 4m wide x 1.5m deep - includes 1 full delegate place for whole Convention and all lunches* ⁴	n/a	n/a	£595	
C. Extra Delegate Place(s) for all Convention activities - 3 days* ⁴	n/a	n/a	£295	
D. Extra Representative(s) on Day Delegate basis:day only* ⁴	n/a	n/a	£150	
E. Accompanying person(s) for lunches & coffee breaks only 3 days* ⁵	n/a	n/a	£75	
F. Welcome Reception & Buffet - in the Royal Hall - Sunday * ⁶	FREE	FREE	FREE	
G. Group Night Out – choice of venues – Monday * ⁶	TBA	TBA	TBA	
H. Insertion of literature etc., into all Delegate Bags (Quantity to be advised later * ¹¹)				
- per item up to 2 page A4 or equivalent up to 10g each	n/a	n/a	£100	
- per item up to 4 page A4 or equivalent up to 25g each	n/a	n/a	£125	
- per item up to 8 page A4 or equivalent up to 50g (max)	n/a	n/a	£150	
- promotional gift items	TBA	TBA	TBA	
TOTAL DUE: (VAT is not applicable)	TOTAL DUE		£	

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.

- best practice and innovation in the creation and support of small businesses world-wide

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 Enterprise Promotion - a not-for-profit
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INTERNATIONAL ENTERPRISE PROMOTION CONVENTION 2009 ENTERPRISE EXPO CONDITIONS

Harrogate, UK
15-17 November 2009

1. LOCATION. Floor spaces either 2m 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 allowed 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 ordered from the Harrogate International Centre on the form provided. Cables must not be laid across doors or walkways.

3. TIMING. Displays should all be erected between 10.00 and 12.00 Sunday 15th November and dismantled between 11.00 and 12.00 on Tuesday 17th 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 Sunday, Monday and Tuesday, 15th-17th November. Extra full or day 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 EVENTS. The International Welcome Reception & Buffet on Sunday evening is included in the fee for all pre-booked delegates and accompanying persons. The Group Night Out on Monday evening is an optional extra for all delegates and exhibitors. This must be pre-booked and paid before the event. Accompanying persons and Guests may be invited at the same rates. These events are excellent networking opportunities for exhibitors' staff.

7. FURNITURE. The Convention Venue will initially provide one trestle table (6'x2'3") and two chairs for each space. Extras can be arranged at no extra cost subject to availability and space limitations.

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

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 Convention Centre 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 nominated Service Provider. The Exhibitor must undertake to pay the Service Provider direct.

11. DELEGATE BAGS. Appropriate literature from Sponsors, Exhibitors and Presenters can be inserted into each Delegate Bag at the prices quoted overleaf, subject to approval of a sample copy. Please send a copy to the Secretariat by 30th 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 30th September. Cancellations received by 30th September will have payment refunded less a 20% cancellation charge. No refunds will be made after 30th September for any reason. Substitutions can be made without penalty up to 30th 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. 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. The Organisers reserve the right to make any necessary changes to the programme and arrangements for the Convention, which will be posted on the website.