

Royal College of Psychiatrists International Congress 2021 Exhibition Booking Form



Please complete all information in block capitals and return a copy to congress@rcpsych.ac.uk

Contact Details – (the person who will be organising the stand)	
Company Name (as you wish it to appear in Congress materials)	
Contact Name	
Email Address	
Contact Number	

Payment and Invoicing

All payments must be made in Pounds Sterling (GBP) by return upon receipt of invoice. Your order will not be confirmed until payment in full has been received. Please supply the name of a contact person, company address, VAT registration number for remittance purposes.

Please read the booking terms and conditions at the bottom of this form before requesting an invoice.

Company Name (as it should appear on the invoice)	
Contact Name	
Position	
Email Address	
Contact Number	
Company Address including postcode	
VAT Registration Number	
PO Number Please state if not applicable	

Booking Options

Exhibition Stands

Exhibition Packages Please tick your chosen package	Gold Package £6,500 + VAT	<input type="checkbox"/>
	Silver Package £3,000 + VAT	<input type="checkbox"/>
	Bronze Package £1,500 + VAT	<input type="checkbox"/>
	Exhibitor £750 + VAT	<input type="checkbox"/>

Private meeting room stand add-on

Private Meeting room hire £4,000 + VAT	<input type="checkbox"/>
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Video on media wall

Feature a video on the media wall, for all delegates to see £2,000 + VAT	<input type="checkbox"/>
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Advertising Opportunities

Banner advert Exclusive advert in virtual Congress lobby or exhibition hall A4 print-ready artwork to be supplied no later than 1st May 2021 £1,250 + VAT	<input type="checkbox"/>
Banner advert Rotating (non-exclusive) advert in virtual Congress lobby or exhibition hall A4 print-ready artwork to be supplied no later than 1st May 2021 £950 + VAT	<input type="checkbox"/>

PDF advert in virtual delegate bag £200 + VAT	<input type="checkbox"/>
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Push notifications £250 + VAT	<input type="checkbox"/>
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Additional Exhibitor Passes

Additional exhibitors are charged an entrance fee of £50 + VAT per person which provides access to the exhibition hall for the duration of Congress, but not the Congress sessions.

All exhibitor names will be required by 29th May 2021.

Please check how many passes are included in your package, before ordering extras.

Number of passes required (names can be supplied later)	
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TOTAL excl. VAT:	
VAT @ 20%:	
TOTAL DUE:	

Signed:

Please print name:

Position:

Date:

Please return a copy of the completed form to congress@rcpsych.ac.uk
Registered charity number 228636.

RCPsych Event Exhibition Terms and Conditions

Privacy Policy

The information you provide when booking an exhibition stand will be used to:

- Provide you with services or information that you have requested from us such as attendance/exhibition at one of our events or inclusion in a mailing list.
- Contact you with information about an event that you're attending.
- Email you about other RCPsych events that may interest you.
- We may share your details with subcontractors if necessary for the purposes of your event registration. For example, if you include shell scheme as part of your booking we may share your details with the exhibition build company or if an external company is appointed to produce the badges, your details will be shared with them. External companies will be allowed to use your details for the purpose of your event attendance only.
- We will never share or sell your details to third parties for any other purposes.
- Information about non-members of the College will be held for 6 years.
- You can unsubscribe at any time by emailing events@rcpsych.ac.uk

Cancellation policy

Upon receipt of this agreement signed, the full amount becomes due for the order requested and is subject to the cancellation terms below.

If you need to cancel your booking, we will be able to refund you as follows:

- 100% if you cancel before 28th February 2021
- 50% if you cancel between the 1st and 31st March 2021
- We will not be able to offer any refunds after 31st March 2021

- If you book after 31st March 2021, you may cancel within two weeks of us receiving the signed booking form and receive a full refund. After this period no refund will be given.

All cancellations must be received in writing.

RCPsych reserves the right to amend the programme or cancel an event. If an event has to be cancelled or rescheduled we will contact you as soon as possible to notify you of the change. You will be offered an alternative date or a full refund. We are not able to reimburse travel, accommodation or other costs related to the event.

RCPsych shall assume no liability if an event is cancelled or rescheduled due to a Force Majeure such as fire, strike, terrorism, industrial action, extreme weather or any cause beyond our control.

The Royal College of Psychiatrists has absolute discretion in the admission of exhibitors and reserves the right to decline any bookings.