Please complete all information in block capitals and return a copy to [isabel.brinsden@rcpsych.ac.uk](mailto:isabel.brinsden@rcpsych.ac.uk)

**Royal College of Psychiatrists International Congress 2020  
Exhibition Booking Form**

|  |  |
| --- | --- |
| **Contact Details – (the person who will be organising the stand)** | |
| **Company Name** (as you wish it to appear in Congress materials and stand name board) |  |
| **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.

Unless otherwise requested, all invoices will be issued after 1st January 2020.

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 | Platinum Package  £12,000 + VAT |  |
| Gold Package  £7,500 + VAT |  |
| Silver Package  £5,900 + VAT |  |
| Bronze Package  £3,900 + VAT |  |
| **Stand Number** | First choice:  Second choice: | |
| **Shell Scheme**  Please leave blank if your stand will be a free build or if you will be providing your own shell scheme  Shell scheme includes:   * Carpet * Walls * Name Board * 1 x 500W power socket * 2 x spotlights * WiFi   Please note that furniture is not included. | I can confirm that I will require standard shell scheme with this booking Image result for shell scheme stand europa | |

**Data Scanners**

|  |  |  |
| --- | --- | --- |
| **Item** | **Select** | **Quantity** |
| **Barcode scanner hire**  £300 + VAT |  |  |

**Private meeting room hire**

*Please note that if you require catering in your meeting room, this will need to be ordered separately.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Monday 29 June** | **Tuesday 30 June** | **Wednesday 1 July** | **Thursday 2 July** |
| **Meeting room hire**  £300 + VAT per day |  |  |  |  |

**Advertising Opportunities**

|  |  |
| --- | --- |
| **Delegate Pack Inserts**  Inserts can be up to A4 size and up to 2 pages attached together. 3,000 copies will be required by **29th May 2020**.  *Please note that delegate inserts are included in Gold and Platinum packages.*  £500 + VAT |  |
| **Advert in Congress Guide:**  **Inside front or back cover position**  A4 print-ready artwork to by supplied no later than  **1st May 2020**  £1,250 + VAT |  |
| **Advert in Congress Guide:**  **Inside page position**  A4 print-ready artwork to by supplied no later than  **1st May 2020**  £950 + VAT |  |
| **Advert in Congress App**  Artwork to be supplied no later than **1st May 2020**  £1,250 + VAT |  |

**Additional Exhibitor Passes**

**Additional exhibitors are charged an entrance fee of £55 + VAT per person per day** which includes congress lunch plus morning and afternoon refreshments. Please note that lunch is not served on Monday.

A badge voucher will be emailed to all exhibitors a week before the event. This can then be presented at registration, where you will be issued with a name badge. All exhibitor names will be required by 29th May 2020.

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

|  |  |
| --- | --- |
| **Date** | **Number of passes required (names can be supplied later)** |
| Monday 29 June 2020 |  |
| Tuesday 30 June 2020 |  |
| Wednesday 1 July 2020 |  |
| Thursday 2 July 2020 |  |

**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 [CALC@rcpsych.ac.uk](mailto:CALC@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 2020
* 50% if you cancel between the 1st and 31st March 2020
* We will not be able to offer any refunds after 31st March 2020
* If you book after 31st March 2020, 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.

|  |  |
| --- | --- |
| **TOTAL excl. VAT:** |  |
| **VAT @ 20%:** |  |
| **TOTAL DUE:** |  |

**Signed:** ……………………………………………………………..

**Please print name:** ……………………………………………………………………………………………

**Position:** …………………………………………………………………………………………………………….

**Date:** ……………………………………

Please return a copy of the completed form to [Isabel.brinsden@rcpsych.ac.uk](mailto:Isabel.brinsden@rcpsych.ac.uk)

Royal College of Psychiatrists, 21 Prescot Street, London E1 8BB, UK.

*Registered charity number 228636.*