



**MSNAP National Memory Services Forum 2019**

18th October 2019 – Royal College of Psychiatrists, 21 Prescot Street, London, E1 8BB

# EXHIBITORS APPLICATION

Contact: Claudelle Abhayaratne E: Claudelle.abhayaratne@rcpsych.ac.uk T: 020 3701 2693

|  |  |
| --- | --- |
| Name of Organisation: |  |
| Contact Name: |  |
| Email: |  |
| Address: |  |
| Tel: |  |

**EXHIBITION SPACE**

[ ] £200+VAT - Commercial organisations

[ ] £100+VAT – Charities (you must be a registered charity to receive the charity rate)

|  |  |
| --- | --- |
| Number of people who will be attending the conference (£100+VAT each): |  |
| **TOTAL** (Cost of stand plus exhibitor places): |  |

|  |  |
| --- | --- |
| Exhibitor 1: Name  Access/dietary requirements |  |
|  |

|  |  |
| --- | --- |
| Exhibitor 2: Name  Access/dietary requirements |  |
|  |

|  |  |
| --- | --- |
| Exhibitor 3: Name  Access/dietary requirements |  |
|  |

**Please note:** Delegates may be exempt from paying the delegate fee if they belong to MSNAP member services, or are event speakers. If you think you are entitled to free or reduced price places, please note this below and MSNAP will adjust your total accordingly:

|  |
| --- |
|  |

**Payment *(NB. Your booking is not confirmed until payment or invoicing instructions have been received)***

|  |  |  |
| --- | --- | --- |
| **TOTAL AMOUNT PAYABLE** |  | **Inc VAT** |

We enclose a cheque made payable to the Royal College of Psychiatrists for the above amount [ ]

We wish to pay via debit/credit card [ ]

We wish to pay by Invoice: [ ]

|  |  |
| --- | --- |
| Invoice for the attention of: |  |
| Postal address: |  |
| Email address: |  |
| Purchase Order/Ref No: |  |

Please note: we are unable to issue an invoice without a purchase order/ref no.

**Please return this completed form to:**

Claudelle Abhayaratne, Royal College of Psychiatrists’ Centre for Quality Improvement, 21 Prescot Street, London, E1 8BB

Email: Claudelle.Abhayaratne@rcpsych.ac.uk

**Terms & Conditions**

General

Any invoices issued should be paid within 30 days and must be paid prior to the event. Your payment will not be allocated to your balance until a remittance advice slip has been received by the Organisers. If you are unable to provide a remittance advice, please contact us with the date, account name and the amount transferred.

No exhibition stand, sponsorship item or pack insert may be sub-let to a third party without written consent of the organisers.

Cancellations (or reduction in requirements) must be notified in writing and will be charged based upon the date of notification.

More than 3 calendar months prior to the event – 20%

Less than 3 calendar months and more than 1 calendar month prior to the event – 50%

Less than 1 calendar month prior to the event – 100%

In the highly unlikely event that we would have to cancel the conference, you will be offered a full refund.

Exhibition only

Exhibitors will be allocated spaces based on the number of units booked. Exhibitors MUST not take up more space than they have booked without onsite authorisation from the Organiser.

The Exhibitor will have no claim against the Organiser, the venue or any other contractor with regards to any loss or damage during the exhibition or carriage of equipment. Exhibitors are advised to ensure they have adequate insurance.

It is the responsibility of the Exhibitor to ensure that employees and any display equipment comply with the latest legislation regarding the Health and Safety at Work regulations.

It may be necessary for reasons beyond the control of The Royal College of Psychiatrists to change the timing of the programme.