Logo, company name

Description automatically generatedBASE Conference 2023

Mercure The Grand, Leicester:

14-15 November 2023

**EXHIBITORS INFORMATION SHEET & BOOKING FORM**

**Exhibitor information:**

Each exhibitor area will have a table and 2 chairs. There is ample space for pop-up banners but not for large shell stands. You will need to provide your own extension leads if you require an electrical supply. Unfortunately, we cannot guarantee a power supply to every stand.

**Set up and pack up arrangements:**

All stands should be in place in the before the opening of the conference at 9.00am on 14 November and should remain in place until 2.30pm on 15 November.

**Health & Safety:**

By accepting, you confirm that any electrical equipment being used has been subject to portable appliance testing. **Please note that you will need to bring any electrical extension leads with you** as the hotel does not provide them.

**Terms and conditions:**

* The exhibitstandss full responsibility for the health & safety of delegates visiting their exhibition stand.
* All electrical equipment must comply with relevant legislation and have been subject to portable appliance testing in the last 12 months.
* The offer of exhibition space does not include admission to the conference unless agreed with the organisers.
* Exhibition staff who are not registered as conference delegates will be charged a daily rate of £30+vat to cover the costs of refreshments and lunch and can also attend the conference dinner on payment of £30+vat. This simply covers what we are charged by the venue. Please inform us of any dietary requirements.

**Acceptance of offer:**

Please sign the attached form and return it to BASE by post or scan and email to [admin@base-uk.org](mailto:admin@base-uk.org).

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**EXHIBITOR BOOKING FORM**

**Exhibitor requirements:**

Please indicate whether you require the following:

Electrical supply 2 chairs

Table

Other – please specify:

……………………………………………………………………………………………………………………………

Please reserve me exhibition space at the conference at the conference

I require …. places at the conference dinner (£30+vat per person)

Exhibitors who are non-delegates will be invoiced for lunch and refreshments at £30+vat per day.

Please name any staff that will be present as non-delegates:

|  |  |
| --- | --- |
| Name of staff member | Any dietary needs |
|  |  |
|  |  |
|  |  |

I understand and accept the terms and conditions outlined in the Exhibitor’s Information Sheet. I confirm that any electrical equipment being used has been subject to portable appliance testing.

Name(s): Position:

Organisation:

Invoicing Address: Email:

Telephone: Signed: Date: