# **Marketing Opportunities Booking Form**

**Tuesday 25th and Wednesday 26th September 2018**

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| **Organisation Details** |
| **Name of organisation:** |  |
| **Contact Name**: |  |
| **Organisation Address**: |  |
| **Email:** |  |
| **Telephone:**  |  |
| **Marketing Opportunities** |
| **Chosen Package:** | [ ]  Your Organisation Logo on one side of tote bags given to all attendees: £1,000 + VAT [ ]  Your Organisation Logo on Printed Lanyards given to all attendees: £600 + VAT[ ]  Double sided promotional material in delegate bags: £100 + VAT[ ]  One promotional item in all delegate bags: £50 + VAT[ ]  One promotional item on table for each attendee in main conference room: £75 + VAT[ ]  Half A4 page PDF advert printed in delegate brochure: £100 + VAT[ ]  Full A4 page PDF advert printed in delegate brochure: £150 + VAT |

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| **Payment** |
| **Total Amount Payable:****Please specify** | [ ]  Your Organisation Logo on one side of tote bags given to all attendees: £1,200 (£1,000 + VAT)[ ]  Your Organisation Logo on Printed Lanyards given to all attendees: £720 (£600 + VAT)[ ]  Double sided promotional material in delegate bags: £120 (£100 + VAT)[ ]  One promotional item in all delegate bags: £60 (£50 + VAT)[ ]  One promotional item on table for each attendee in main conference room: £90 (£75 + VAT)[ ]  Half A4 page PDF advert printed in delegate brochure: £120 (£100 + VAT)[ ]  Full A4 page PDF advert printed in delegate brochure: £180 each (£150 + VAT) |
| **Payment Method:** | [ ]  Cheque made payable to ‘Birmingham Education Partnership’[ ]  Invoice |
| **Contact Name:** |  |
| **Full Postal Address:** |  |
| **Telephone:** |  |
| **Purchase Order/Reference No:** |  |
| **Email Address:** |  |

**Terms and conditions**

**General**

Those wishing to purchase any of the Marketing Opportunities listed must confirm their purchase by completing the official booking form and attaching a cheque, BACS details, credit card number or an official purchase order. 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 Birmingham Education Partnership office with the date, account name and the amount transferred. No promotional material may be sub-let to a third party without written consent of the organisers.

**Important note**

Force majeure: The Birmingham Education Partnership will not be liable for any failure to provide or delay in the provision, all services, as a result of events or matters outside its control.

In the unlikely event of the programme being cancelled, BEP will automatically make a full refund but disclaim any further liability. By completing the booking form the purchaser agrees to all terms and conditions and all other instructions listed.