

CILIP HLG Conference 2018 Sponsorship Booking Form

Please complete the form below and email it back to sponsorship@novusmem.co.uk

Please tick the sponsorship package required: <input type="checkbox"/> Overall Conference Sponsor £3,000 +VAT <input type="checkbox"/> Dinner Sponsor £2,500 +VAT <input type="checkbox"/> Delegate Bag Sponsor £2,500 +VAT <input type="checkbox"/> Internet Café & Charging Station Sponsor £2,500 +VAT <input type="checkbox"/> Badge Sponsor £1500 +VAT <input type="checkbox"/> Signage Sponsor £1500 +VAT <input type="checkbox"/> Premium Exhibitor Sponsor £1,500 +VAT <input type="checkbox"/> Exhibitor £800 +VAT <input type="checkbox"/> Flyer/Insert Sponsor £300 +VAT	Contact information Contact Name: Job Title: Organisation: Finance Address (including postcode): Telephone: Email: <input type="checkbox"/> I have read and agree to the terms and conditions below (Please tick) Total sum of Package + VAT: £ <i>Please note that UK VAT at 20% will be added to all sponsor and exhibitor bookings.</i> Payment options (tick one option and see below for payment instructions) <input type="checkbox"/> Cheque enclosed with this form <input type="checkbox"/> Wire transfer <input type="checkbox"/> Invoice to be sent to address specified above (for BACS payment) PO Number (if required): _____ Signature: Date: Print Name: Please note that your signed booking form constitutes a legally binding agreement.
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Payment instructions

Please note the following instructions for payment.

To pay by purchase order

Please ensure you email us the PO number when you send back your booking form. We will then generate the invoice with the PO number and send it to the address you give us on the booking form.

To pay by wire transfer

Please give the following details to your bank:

Bank: HSBC

Sort Code: 404622

Account number: 31632922

IBAN code: GB19HBUK40462231632922

SWIFT code: HBUKGB4162W

Reference: Please use the name of the organisation

To pay by cheque

Cheques should be made payable to '**Novus Marketing & Event Management**', with your name, organisation and date of the conference on the reverse, and sent to:

Carol Stevenson,

Novus Marketing and Event Management

ref CILIP Health Libraries Group Conference 2018

34 New Road

Weybridge

Surrey

KT13 9BW

Terms and conditions

A refund, less a 20% administration fee, will be made if cancellations are received, in writing, at least 8 weeks before the conference. We regret that any cancellation after this time cannot be refunded, and that refunds for non-attendance cannot be made. Replacement delegates can be accepted at any time by accessing their registration details from their confirmation email and substituting their details. All exhibitors are required to make their own arrangements for shipping/handling of exhibition materials/goods. Delivery details will be given in the exhibitor guidelines upon receipt of the booking form. Additional equipment and services may be requested via Novus. Further details will be provided to registered sponsors.

Contact information

Novus Marketing and Event Management:

Carol Stevenson, Conference Director: 07974 306 933

Email: carol.stevenson@novusmem.co.uk