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**GEM Conference Exhibitor booking form**

**The exhibition marketplace will be open at the following times:**

Wednesday 11 September (9:30 to 17:00)

Thursday 12 September (9:15 to 17:00)

Friday 13 September (9:15 to 17:00)

*Exhibitors will be required to take down your stand by 17:30 on the day you leave.*

|  |  |  |
| --- | --- | --- |
| **Type of exhibitor package** | **Description** | **Cost** |
| **Conference Delegate Stand**  Wednesday 11 Sept 2019  Thursday 12 Sept 2019  Friday 13 Sept 2019 | You must be a paying conference delegate to benefit from these rates. | £30 per day for GEM members or suppliers  £50 per day for non-members |
| **Non-delegate Stand**  Wednesday 11 Sept 2019  Thursday 12 Sept 2019  Friday 13 Sept 2019 | Includes stand, lunch and refreshments for one member of staff. This does not include attendance to conference sessions. | £70 per day for GEM members or suppliers  £90 per day for non-members |
| **Additional add-ons:** | | |
| **Staff**  Wednesday 11 Sept 2019  *No. of staff:*  Thursday 12 Sept 2019  *No. of staff:*  Friday 13 Sept 2019  *No. of staff:* | If you require additional staff for your stand, this rate will include lunch and refreshments.  This does not include attendance to conference sessions.  *Please note, this does not apply to paying conference delegates.* | £15 per person per day for GEM members or suppliers  £30 per person per day for non-members |
| **Total:** | | £ |

**Main exhibitor staff member details:**

|  |  |
| --- | --- |
| **Full name & organisation:** |  |
| **Special Requirements (including diet and access):** |  |
| **Email:** |  |
| **Contact number:** |  |

**Please provide us with details of any additional staff for the stand:**

|  |  |  |
| --- | --- | --- |
|  | **Full names & organisation** | **Requirements (inc. diet/access)** |
| For Wed 11 Sept |  |  |
| For Thu 12 Sept |  |  |
| For Fri 13 Sept |  |  |

**Please provide us with details about your stand for the conference programme/website/marketing:**

|  |  |
| --- | --- |
| **Name of organisation/stand:** |  |
| **Stand Description (around 150 words)**  Entice our delegates to come and visit your stand! |  |
| **Website:** |  |
| **Twitter handle:** |  |
| **Any other social media:** |  |
| **What type of insert you’d like to include (if any)**  Small/medium OR Large |  |
| **Please send us an image of your logo along with this form** | |
| **Any additional comments/requirements:** |  |