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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:** |   |