

## Academy of Marketing Conference 7 – 9 July 2009

Leeds Metropolitan University

### EXHIBITOR / SPONSOR BOOKING FORM

<b>Company/organisation name</b>	
<b>Postal address</b>	
<b>Booking Contact details</b>	Name: Email: Telephone: <span style="float: right;">Fax:</span>
<b>Names of exhibitors (inc. dates attending and details of special dietary or access requirements)</b>	
<b>Requests for special requirements – eg power socket</b>	

Packages	Rates	Number required	Total
Exhibition stand, including one full time exhibitor, evening social on Tuesday 7 <sup>th</sup> July	£725		
Additional full time exhibitor, evening social on Tuesday 7 <sup>th</sup> July	£325		
Additional one day exhibitor, lunch & refreshments (please indicate day required)	£150		
AM2009 Conference Dinner, Leeds Town Hall, Thursday 9 <sup>th</sup> July	£60		
Inserts in Conference bags	£100		
Full page advertisement in Conference programme	£250		
Total to be invoiced (VAT will be added to this amount at standard rate)			£

**Payment Method** (please select one method)

1. Invoice to organisation      Purchase order number .....

2. Credit / Debit Card No.

Type of Card: (eg Mastercard / Maestro)

.....

Name on Credit Card .....

Valid from ..... / .....

Valid to ..... / .....

3-digit security # .....

Signature..... (please submit by fax if paying by credit card)

I accept the booking terms and conditions (overleaf):

## **Booking terms and conditions:**

- Bookings can be submitted at any stage prior to the event, subject to availability. Payment must be received in full prior to the start date.
- All details are correct at the time of print, but are subject to variation without notice.
- If the exhibitor cancels after a booking has been accepted, they will be liable to the following cancellation charges:
  - Cancellations notified before 1<sup>st</sup> June 2009 will incur a 25% administration fee
  - For cancellations received after 1<sup>st</sup> June 2009 the full rate must be paid and no refunds will be available. Substitutions can be made. This applies to all bookings whether submitted online, by email, fax, printed copy, or over the telephone.
  - All cancellations and substitutions must be notified to the Conference Co-ordinator in writing.
  - Leeds Metropolitan University will not be liable for circumstances beyond their control which lead to the cancellation or variation of the programme. All bookings, whether UK or overseas will be charged UK VAT at the prevailing rate at the time of booking.

## **Data Protection**

By completing and returning this form and registering for the Conference you agree that the Academy of Marketing and its authorised agents and contractors may use your personal data for the purposes of running and administering the Academy Conference; running and administering the Academy; maintaining and updating the Academy's Membership list; and contacting you in relation to the Academy's activities.

Information about marketing or marketing research products or services which the Academy considers relevant may be included within membership communications, for example with the hard copy newsletter. Please note that the Academy does not sell or rent its mailing list to third parties.

The Academy sends out a monthly e-newsletter to Academy members. If you do not wish to receive these communications, please e-mail [admin@academyofmarketing.co.uk](mailto:admin@academyofmarketing.co.uk). You may opt out of receiving the e-newsletter or any other Academy communications at any time in the future.

Leeds Metropolitan University, acting as the authorised agent of the Academy may also use your name, institution and country information to create a delegate list of Conference attendees. If you do not wish to be listed in the Conference delegate list, please e-mail [am2009@leedsmet.ac.uk](mailto:am2009@leedsmet.ac.uk)

## **Disclaimers**

Any risk related to participants' and exhibitors' property in the conference building or grounds, including theft or fire, shall be borne by the participants and exhibitors. The Academy of Marketing and Leeds Metropolitan University shall not insure said goods. The Academy and Leeds Metropolitan University shall not be considered liable for damages to property or persons deriving directly or indirectly from participation in the conference, whatever the cause of damage.

To book an exhibition space at AM2009, this form should be sent to the Conference Co-ordinator, Maureen Poulton

- by fax to 0113 812 8542, or
- by mail to  
Maureen Poulton – Conference Co-ordinator: AM 2009  
Leeds Metropolitan University  
Old School Board  
Calverley Street, Leeds LS1 3ED

T: 0113 812 1010

E: [am2009@leedsmet.ac.uk](mailto:am2009@leedsmet.ac.uk)