

HELI-POWER 2010 VISITOR REGISTRATION & DELEGATE BOOKING

For enquiries call +44 (0)1753 727017 or email bookings@shephard.co.uk

Fax this form back to +44 (0)1753 727002

section
A

YOUR INFORMATION (all fields are mandatory)

Title: _____ First name: _____ Surname: _____

Job title: _____ Organisation: _____

Address: _____

Post/Zip Code: _____ Country: _____

Telephone: _____ Fax: _____ Email address: _____

Which of the following best describes your job title?

- General Officer/President/MD/CEO
 Junior Officer/Junior Management
 NCO
 Operator
 Other (please specify) _____
 Senior Officer/Senior Management
 Executive
 Analyst
 Technician

Please indicate your selection clearly using a tick and delete where applicable.		Rates EXCLUDE 17.5% UK VAT tax.		
Delegates	Standard rates	5% Discount Groups 3 to 5 Delegates *	10% Discount Groups 6 to 10 Delegates *	25% Discount One-day rate *
Industry rate	<input type="checkbox"/> £999	<input type="checkbox"/> £949	<input type="checkbox"/> £899	<input type="checkbox"/> £749
Exhibitor/Supporting Association Member rate	<input type="checkbox"/> £899	<input type="checkbox"/> £854	<input type="checkbox"/> £809	<input type="checkbox"/> £674
SME rate (Businesses with 250 employees or less)	<input type="checkbox"/> £599	<input type="checkbox"/> £569	<input type="checkbox"/> £539	<input type="checkbox"/> £449
A D S member rate	<input type="checkbox"/> £599	<input type="checkbox"/> £569	<input type="checkbox"/> £539	<input type="checkbox"/> £449
Military/Government rate	<input type="checkbox"/> £299	<input type="checkbox"/> £284	<input type="checkbox"/> £269	<input type="checkbox"/> £224
OF5 and above plus Civil Servants Band B2	<input type="checkbox"/> FREE (subject to availability)			
Pre Conference Workshop on 16 November	<input type="checkbox"/> FREE to all attendees (Seats are limited and are on a first come, first serve basis)			
Visitor Exhibition Pass	<input type="checkbox"/> FREE – 10.00-12.00/14.00-16.00 – excludes refreshments, lunch and conference admittance			
Total number of delegates attending: _____				

* For group bookings please photocopy this form and repeat section A for each additional delegate (all rates listed are per delegate)

section
B

Please complete if you are a paying delegate

PAYMENT METHOD (TICK AS APPROPRIATE)	
<input type="checkbox"/> Invoice	
Please send me an invoice	
<input type="checkbox"/> Cheque	
Enclosed is my cheque for £ _____	Please include 17.5% of UK VAT tax
Cheques should be made payable to: Shephard Conferences and Exhibitions Limited	
<input type="checkbox"/> Bank Transfer	
Transfer to: Shephard Conferences and Exhibitions Limited , National Westminster Bank plc, 63 High Street, Burnham, BUCKINGHAMSHIRE, SL1 7JU, UK	
Sterling Account number 47820160	Swift code NWB KGB 2L
<input type="checkbox"/> Card	
Please debit my: <input type="checkbox"/> AMEX <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa the sum of £ _____	
Card number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	CVN: <input type="text"/> <input type="text"/> <input type="text"/> found on reverse of card
Expiry date: / Start date: /	
Signature of card holder: _____	Date: / /
Credit card payments for sponsorship and exhibition packages will be subject to a surcharge of 2.5%.	
Signature _____ Date / /	DELEGATE TERMS AND CONDITIONS 1. No delegate will be allowed into conference sessions unless full fees have been received prior to the event. 2. Registrations within 7 days of the event must be made by credit card. 3. Delegate places may not be shared. 4. Substitution of delegates is permitted, provided that the organisers are informed in advance in writing. 5. Once a booking form has been received by the organisers and joining instructions issued, any cancellation, which must be received in writing, will be subject to the following: • All cancellations received more than one calendar month prior to the event will be subject to a 10% administration fee. • No refund of delegate fees will be made for cancellations received within one calendar month of the event. 6. By providing your email address on this booking form, you consent to The Shephard Group using this to inform you of other products and services. 7. These terms and conditions apply to delegate bookings only. Exhibitor terms and conditions can be obtained on request.
DATA PROTECTION Your details will be held confidentially and will only be used by the Shephard Group to process your order and provide you with additional news and information on Shephard products. Occasionally we may make our lists available to carefully screened third parties. <input type="checkbox"/> Place a clear X in the box if you do not wish to receive information of interest from other companies approved by The Shephard Group. <input type="checkbox"/> Place a clear X in the box if you do not wish to receive information about new events and offers from The Shephard Group.	