

UV EUROPE 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 21% Belgian VAT.		
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"/> €519	<input type="checkbox"/> €494	<input type="checkbox"/> €467	<input type="checkbox"/> €389
Exhibitor/Supporting Association Member rate	<input type="checkbox"/> €454	<input type="checkbox"/> €431	<input type="checkbox"/> €408	<input type="checkbox"/> €341
SME rate (Businesses with 250 employees or less)	<input type="checkbox"/> €337	<input type="checkbox"/> €320	<input type="checkbox"/> €303	<input type="checkbox"/> €252
Military/Government rate	<input type="checkbox"/> €259	<input type="checkbox"/> €246	<input type="checkbox"/> €233	<input type="checkbox"/> €194
OF5 and above plus Civil Servants Band B2	<input type="checkbox"/> FREE (subject to availability)			
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)

Invoice

Please send me an invoice

Cheque

Enclosed is my cheque for €

Please include 21% of Belgian VAT

Cheques should be made payable to:

Shephard Conferences and Exhibitions Limited

Bank Transfer

Transfer to: **Shephard Conferences and Exhibitions Limited**, National Westminster Bank plc, 63 High Street, Burnham, BUCKINGHAMSHIRE, SL1 7JU, UK

EURO Account number 550-00-40199142

Swift code NWB KGB 2L

Card

Please debit my: AMEX Mastercard Visa the sum of €

Card number: CVN: 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 / /

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.

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.

Place a clear X in the box if you do not wish to receive information about new events and offers from The Shephard Group.

DELEGATE TERMS AND CONDITIONS

- No delegate will be allowed into conference sessions unless full fees have been received prior to the event.
- Registrations within 7 days of the event must be made by credit card.
- Delegate places may not be shared.
- Substitution of delegates is permitted, provided that the organisers are informed in advance in writing.
- 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.
- 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.
- These terms and conditions apply to delegate bookings only. Exhibitor terms and conditions can be obtained on request.