



**CONTACT DETAILS**

Name of company/organisation: .....  
*(to appear on delegate list)*

Name and title of attendee(s): .....  
*(to appear on delegate badge)*

Mailing address: .....  
*(for joining instructions)*

Telephone: ..... Email: .....

**REQUIREMENTS**

Please reserve the following number of spaces *(insert numbers of spaces)*: .....exhibition space(s) at £795 +VAT per space and/or .....exhibition space(s) at £895 +VAT which includes: one exhibition space, electricity, and conference attendance for one person.

Preferred space number(s): .....

Day delegate rate at £100 +VAT for additional helpers *(insert no. required)*: .....13th April ..... 14th April

Bed & Breakfast at £50 +VAT per person per night *(insert no. required)*: .....12th April ..... 13th April

Annual Dinner at £50 +VAT per person *(insert no. required)*: .....

A copy of the proceedings, "Contemporary Ergonomics 2010" at £45 no VAT *(tick box if required)*:

I acknowledge responsibility for ensuring that the charges shown above are paid to Ergonomics Marketing Ltd before 1 February 2010 and accept that if they do not receive payment before that date, the booking will be cancelled.

Signature .....Date .....

Print name.....

**PAYMENT**

Method of payment *(please circle and provide relevant details for the following)*:

Cheque                  Visa                  Mastercard                  Switch                  Invoice

Card number: .....

Expiry date: ..... Security number *(last 3 digits)*: ..... Issue number *(Switch only)*: .....

Card holder's name: .....

Card holder's address: .....  
*(if different from above)*

Amount £ ..... Please charge my credit card

Signature .....Date .....



## TERMS & CONDITIONS

Please read these terms and conditions carefully.

Payment is by invoice, credit card or cheque. Payment by invoice is not accepted after 5 January 2010 and payment by invoice will incur a £10 +VAT charge. Please ensure all invoices are paid in full by 1 February 2010. A VAT receipt will be issued upon receipt of payment. Please note that cheques can only be accepted in £ Sterling and made payable to **Ergonomics Marketing Ltd.**

Please note that Exhibitors are responsible for the delivery, setting up, maintenance, dismantling and security of their own exhibits at the conference. Exhibitors are also responsible for ensuring the arrival at the venue of any materials sent by courier or post.

Copy material or articles for inclusion in the March edition of 'The Ergonomist' should be submitted by 5 February 2010. Leaflets for insertion in the delegate bags should be sent to the Society office at the address below, to arrive no later than 1 April 2010.

## Cancellation Policy

In the event of an exhibitor wishing to cancel the booking, the following cancellation policy applies:

Full refund before 21 December 2009  
Half refund before 1 February 2010  
No refund after 2 February 2010

## MAKING YOUR BOOKING

If you have any queries relating to exhibiting at the conference, please contact Sue Hull by telephone on 01509 234904, or email [s.hull@ergonomics.org.uk](mailto:s.hull@ergonomics.org.uk)

Otherwise, send this completed booking form to the Society office:

Sue Hull, Conference Manager  
The Ergonomics Society  
Elms Court  
Elms Grove  
Loughborough LE11 1RG

Or fax it to 01509 235666.

**Thank you for supporting the Ergonomics Society!**