



BRITISH ASSOCIATION OF PROSTHETISTS AND ORTHOTISTS

Annual Conference, DeVere Whites Hotel Bolton, 5-6 March 2010

Exhibition Booking Form

Guidelines.

- Please find details of the floor plan and further information in the “Exhibition Information” brochure.
- A first-come, first-served booking procedure will apply.
- Adjoining stand numbers may be booked together to form one larger stand if required.
- We will endeavour to accommodate your preferred dimensions and the stand numbers of your choice, but please also indicate a second choice. If we are unable to accommodate your first choice, we will contact you immediately to discuss and agree an alternative. Any amendments to details and costs will be reflected in our invoice.

Payment Information.

- Bookings received before 27 November 2009 must be accompanied by a 10% deposit payment, with the outstanding balance payable no later than 27 November 2009. Payment for 10% of the gross total is required to secure your booking. An invoice will be sent to you for the balance of the full payment.
- Payment is to be made in sterling. Please make your cheque payable to “baPo ltd”.
- Credit card payments can be accepted

IMPORTANT NOTE

Exhibition space bookings received after 27 November 2009 must be paid in full at time of booking. No deposit payments will be accepted at this time.

- For overseas customers
 - We are unable to accept payment made by Eurocheque. Please do not use this method of payment.
 - We can accept World Wide Bank Drafts in sterling.
 - We can accept payment by bank transfer, but this method will incur a delay in processing your order while we wait for confirmation from our bank. If you wish to use this method our details are as follows: Royal Bank of Scotland, 1 Moncrieff Street, Paisley, UK PA3 2AW. Sort code: 83-46-00, account number: 00687226. Please include your name and reference “baPo ltd”. All bank charges should be met by the Payee.

Please note that

- Bookings will not be accepted without payment of the deposit
- Please post/fax your booking form and deposit cheque/credit card payment form to baPo ltd at the address shown below.

baPo ltd Contact details

Address: Sir James Clark Building, Abbey Mill Business Centre, Paisley, UK PA1 1TJ
Tel: 0141 561 7217
Fax: 0141 561 7218
Email: conference@bapo.com

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Exhibition Booking Form**YOUR COMPANY DETAILS.** Please give your company details as you would like them to appear in the conference literature.

Company Name			
Contact Name	Title	First Name	Surname
Position			
Address for Correspondence			
Telephone No:			Fax No:
Email Address:			Web Site:

EXHIBITION STAND DETAILS Please refer to the Floor Plan and Guidelines for information.

	Stand Number(s)	Width	Depth	Total area
First Choice		m ²	m ²	m ²
Second Choice		m ²	m ²	m ²

AMOUNT PAYABLE Please calculate your deposit, as follows (Cost per m² = £158)

NET cost	Cost of stand excl. VAT (Cost per m ² = £158)	£
VAT	VAT @ 15%	£
Gross total	= NET cost + VAT	£
Deposit Enclosed	= 10% of Gross total	£

AUTHORISATION baPo Ltd cannot process your order without authorisation

Name of person placing this order	Position
Signature	Date

THANK YOU FOR YOUR ORDER**Please remember to attach your deposit cheque to this form**Post/Fax to: baPo Ltd, Sir James Clark Building, Abbey Mill Business Centre,
Paisley PA1 1TJ Fax 0141 561 7218