



BRITISH ASSOCIATION OF PROSTHETISTS AND ORTHOTISTS

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

Delegate Bag Literature Form

- Distribution of product literature within the delegate bags at the Conference is provided free of charge to exhibitors. (The cost for this service to non-exhibitors is £315, excluding VAT payable in advance).
- It is necessary to impose a limit of TWO A/4 pages or ONE slim booklet per company, unless prior agreement has been reached. **Where more than one insert is being forwarded in one package this should be clearly marked on the box. Alternatively individual inserts should be packaged separately.**
- Please note that you are required to supply 500 copies of your literature directly to our mailing agent Edinburgh Mailing Services Limited Unit 24 New Broompark Edinburgh EH5 1RS Tel: 0131 552 4085 Fax: 0131 551 5145 E-mail: info@edinburghmailingservices.co.uk
- Boxes should be clearly marked "**BAPO CONFERENCE DELEGATE BAG LITERATURE**".
- Literature **must** be delivered to the above address no later than **13th February 2010**. If we do not receive your literature by this date it **will not** be included.

Please complete the attached form and return it to the BAPO Secretariat, together with a sample copy of the literature and payment if applicable, by **16th January 2010**.

NB: Literature must not, at any time, be distributed from anywhere other than your stand without prior permission.

BAPO Secretariat Contact details

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



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Delegate Bag Literature Form

YOUR COMPANY DETAILS.

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

Please insert our product literature into the delegate bags at the Conference.

- I enclose a sample of the literature
- I understand that we are to send 500 copies of the literature to the Fulfilment Factory
- I understand that this is to arrive no later than 13th February 2010
- I understand that full payment must be received by 16th January 2010

AUTHORISATION

Name of person placing this order	Position
Signature	Date

Please send this form to the BAPO Secretariat by 16th January 2010

Thank you

BAPO, Sir James Clark Building, Abbey Mill Business Centre, Paisley PA1 1TJ

FORM 5 C06