# **A white letter on a red blue and white circle Description automatically generated with low confidence2024 BASE Conference  Mercure Manchester Piccadilly Exhibitor Booking Form**

|  |  |  |
| --- | --- | --- |
| 1. Organisation Name |  | |
| 2. Booking Contact Person |  | |
| 3. Booking Contact Email |  | |
| **4. WHICH TYPE OF BOOKING DO YOU WISH TO MAKE?** | | | |
| **EXHIBITION PACKAGE ONE** | | | |
| Exhibition Space & One 2 Day Delegate Pass  Non-Member Full Price **£650 +VAT** | | Exhibition Space & One 2 Day Delegate Pass  Members Discounted Rate **£450 +VAT** | |
| **EXHIBITION PACKAGE TWO** | | | |
| Exhibition Space & Two 2 Day Delegate Passes  Non-Member Full Price **£1100 +VAT** | | Exhibition Space & Two 2 Day Delegate Passes  Members Discounted Rate **£700 +VAT** | |

5. Please indicate if you require any of the following for your exhibition, please note we cannot guarantee an electrical supply

|  |  |  |
| --- | --- | --- |
| Electrical Supply | Chair | Table |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **6. DELEGATE ONE INFORMATION** | | | | | |
| Delegate Name |  | | | | |
| Delegate email address |  | | |
| 7. Dietary Requirements | | |
| None | Vegan | Food allergies  (please give further info at 7a) |
| Vegetarian | Gluten-free | Religious Requirements  (please give further info at 7a) |
| 7a. Additional Dietary Information | | | | |
| 8. Conference Accessibility Needs? | | | | |
| **9. DELEGATE TWO INFORMATION** | | | | | |
| Delegate Name |  | | | | |
| Delegate email address |  | | |
| 10 Dietary Requirements | | |
| None | Vegan | Food allergies  (please give further info at 10a) |
| Vegetarian | Gluten-free | Religious Requirements  (please give further info at 10a) |
| 10a Additional Dietary Information | | | | |
| 11. Conference Accessibility Needs? | | | | |

**Booking Terms and conditions**

1. Payment must be received within 30 days of the invoice.
2. Members Discounted rate is available to paid up members of BASE and SUSE, NIUSE, ASEE ( formerly EUSE) and WASE. BASE Members should ensure that their BASE Membership Subscription is up to date. We are sorry but we are unable to process applications at the discounted rate when membership remains outstanding for the 24/25 year.
3. All cancellations must be received in writing and will be subject to an administration charge. If we receive the cancellation before 1st October 2024 a charge of 10% will be retained. If we receive a cancellation after this date then the full fee must be paid. We are happy to accept a substitute delegate if the original delegate is unable to attend.

Please send your completed form to [gillian.parker@base-uk.org](mailto:gillian.parker@base-uk.org)