

## Sponsorship & Exhibitors Booking Information Pack

Thursday 4<sup>th</sup> July 2019

The Nottingham Belfry

### Useful Information:

- There are 33 exhibition spaces in total
- There will be internet access available throughout the venue
- The venue will provide tables and chairs for your stand (please specify your requirements on the booking form overleaf)
- Poster boards are not provided, please bring your own if required
- Most stands will have an electrical socket available (please specify your requirements on the booking form overleaf) but we recommend that you bring your own 3m extension cord
- Pop up banners can be no more than 3metres in height
- If you are using a display stand (3m wide by 3m height) there will not also be space for a table
- The venue will be open from 8am for you to set up, and refreshments will be provided. Please ensure that you have set up by 9am at the latest, in preparation for delegates arriving at 9.30am
- Stands can be taken down at the end of the conference around 5pm.
- All delegates and exhibitors who have registered will receive an electronic information pack a few days prior to the event, which will include the final programme, speaker profiles, delegate list and travelling details to the venue
- There is plenty of car parking on site, free of charge

**EXHIBITION STAND PACKAGE: £550 plus VAT for Medilink members, £900 plus VAT for non-Medilink members**

To confirm your booking, please complete the form overleaf and return to [jo@medilinkem.com](mailto:jo@medilinkem.com) to confirm your booking

- If you would like us to include any of your company flyers/merchandise in the delegate bags, please post them to Medilink to arrive no later than Friday 21<sup>st</sup> June
- All sponsors/exhibitors are required to book their tickets online (see package information for ticket allocations)
- It would be great to see some information about the event on your company website. And if you are on Twitter we are @MedilinkEM and the hashtag is #meminnovationday

## BOOKING FORM

Your Chosen Package (please tick all relevant boxes)	Exhibition Stand (Member - £550+VAT)	Exhibition Stand (Non-Member £900 + VAT)	Awards Sponsorship		
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Company Profile: *Awards Sponsors and Exhibitors to complete only* (no more than 30 words)

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Website Address	.....
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Contact Name	.....
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Job Title	.....
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Please attach a high resolution vector file version of your logo when you return this form

Purchase Order number	Invoice address
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### DETAILS FOR THE EXHIBITION

1x6ft table (please tick)	yes please		not required	
2 chairs (please tick)	yes please		not required	
Electrical sockets (most stands will have electrical sockets but a couple will not, so please specify)	yes please		not required	

Please return this booking form and any other artwork or documentation to Medilink East Midlands Ltd.	FAO Jo Rudzki Medilink East Midlands Ltd BioCity Pennyfoot Street, Nottingham NG1 1GF  0115 8223154 <a href="mailto:jo@medilinkem.com">jo@medilinkem.com</a>
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