



Exhibition Stand Booking Form

I would like to book a table-top exhibition stand at the IIRA Conference to be held at The University of Manchester from 3 – 6 September 2007.

Please reserve the following stand:

1st choice: Stand No. _____ 2nd choice: Stand No _____
(*please note stands are allocated on a first come first served basis).

Name: _____

Job Title: _____

Company: _____

Address: _____

Address: _____

Tel: _____ Fax: _____

Email: _____ Date: _____

Signature: _____

I require power to the stand YES NO

I require internet access YES NO

Delegate pack insert £150 £50 (exhibition space booked)

Return to: Andy Tickle
ConferCare, STARS
The University of Manchester
Barnes Wallis Building
Sackville Street
Manchester
M60 1QD
Tel: +44 (0)161 306 4089
Fax: +44 (0)161 306 4070
Email: andrew.tickle@manchester.ac.uk

Payment Confirmation and Terms and Conditions

A 25% non returnable deposit will be required to secure your stand. If the deposit payment is not received your chosen stand can be offered to other interested parties.

Full payment will be required prior to the start date of the event.

Appropriate refunds will be made to cancellations before August. After that point you will still be expected to settle any outstanding amounts.

The conference organisers reserve the right to alter the stand plan if necessary for logistical or safety reasons. In this event, every effort will be made to allocate an area of equal opportunity.