

# ShowcaseMarketplace

Hemswell Court, Hemswell Cliff, Lincolnshire, DN21 5TQ  
Thursday 6<sup>th</sup> November, 10.00am-3.00pm



Please complete this booking form and return it by 30<sup>th</sup> September, with a cheque for the total amount, made payable to Scarlet Events Management Ltd., to:

Kathryn D'Souza, Scarlet Events Management Ltd., 254 New Mill Lane, Forest Town, Mansfield, Nottinghamshire, NG19 0HH

Should you have any further questions or requirements regarding the event, please email [info@scarlet-events.co.uk](mailto:info@scarlet-events.co.uk)

## Booking Details – Exhibitors / Demonstrators

Name: \_\_\_\_\_

Company/Organisation Name: \_\_\_\_\_

Nature of business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Tel: \_\_\_\_\_

e-mail: \_\_\_\_\_

Web address: \_\_\_\_\_

Names of additional attendees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special dietary requirements? \_\_\_\_\_

Special access requirements? \_\_\_\_\_

\_\_\_\_\_

Do you require an electric socket? \_\_\_\_\_

Do you require an internet connection? \_\_\_\_\_

If you plan to bring any demonstration equipment, please give details. \_\_\_\_\_

Please note that any electrical equipment you bring **must** be PAT tested.

## Boost Your Business Workshops

I would like to book in to the following **Boost Your Business Workshop** (mark in order of preference, 1, 2, 3):

Work Smarter with Google \_\_\_\_\_

Help! I Hate Networking \_\_\_\_\_

Bite Size Business Boosters \_\_\_\_\_

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## Payment Details

	No.	Price inc. VAT	Total
Exhibition space (small business/organisation)	<input type="text"/>	£82.25	<input type="text"/>
Exhibition space (large business/organisation)	<input type="text"/>	£293.75	<input type="text"/>
I would like to book additional attendees	<input type="text"/>	£29.38	<input type="text"/>
I would like to book no. of Slideshow slides*	<input type="text"/>	£11.75	<input type="text"/>
		<b>TOTAL</b>	<input type="text"/>

I enclose a cheque\*\* for a total of \_\_\_\_\_, or

Please contact me to arrange BACS payment, or

Please invoice me at the above address

\* Requirements for the Slideshow can be found at [www.womengetsmart.co.uk/about/slideshow](http://www.womengetsmart.co.uk/about/slideshow). All information should be emailed to [francine@womengetsmart.co.uk](mailto:francine@womengetsmart.co.uk)

\*\* Cheques should be made payable to Scarlet Events Management Ltd.

## Permission Details – please tick to agree

	Phone	e-mail
I would like my contact details to be shared on the delegate list	<input type="text"/>	<input type="text"/>
I would like to be informed of future networking events	<input type="text"/>	
I would like to receive details about a Summer Ball	<input type="text"/>	

## Where did you hear about this event?

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## Booking, Cancellation, Security and Data Policies

1. The booking will not be confirmed until full payment has been received.
2. Cancellations received up to 14 days before the conference will be refunded in full less an administration fee of £10 + vat. Cancellations received within 14 days of the event will not be refunded however registrations may be transferred to a substitute attendee. Cancellations must be made in writing by email to [info@scarlet-events.co.uk](mailto:info@scarlet-events.co.uk) and a confirmation will be sent to you. Please keep a record of this confirmation in case of query.
3. Attendees and exhibitors are responsible for the security and safekeeping of their belongings during the event.
4. The information you have provided will be kept on file for registration and may be shared only with the event sponsors. We will respect your personal information and undertake to comply with all applicable UK Data Protection legislation currently in force.