



Exhibition booking form
Annual Conference 2019
25 October, Edinburgh International Conference Centre

Contact details

Company name:.....

Address:.....

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Contact name:..... Position.....

Email: Tel:.....

Exhibition rates

Stand cost: £1,350 + VAT

Discounted rate for companies in the Society's Member Benefit Scheme: £1,100 + VAT

Exhibition package includes:

- Single stand space 3 x 2 meters
• Two chairs and one table
• Power and Wi-Fi connection
• Company entry and logo in the conference handbook
• Lunch & refreshments for up to two representatives
• Access to the delegate list before event
• Access to conference sessions, subject to availability

Please supply names and email addresses of the representatives attending the event

Name: Email:

Name: Email:

Please supply a company profile (max 100 words) and attach a copy of your logo for the Conference Handbook

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Payment methods

Invoice Y/N purchase order number

Cheque: payable to the Law Society of Scotland

Credit/Debit Card Payment (indicate card): Visa MasterCard Switch Delta Solo

Credit/Debit Card no:.....

Amount: £.....

Expiry date:.....Valid from:..... Issue no:.....

Security Number (3 digits on back):.....

Name on card:.....

Terms and conditions – please read

1. Stand space will be allocated on a first come first served basis. Sponsors have priority.
2. The dimensions quoted are for floor space. We do not supply exhibition stands or a shell scheme.
3. Sub-letting of exhibition space will not be permitted unless discussed and confirmed in writing directly with the Law Society of Scotland. This must be done at time of booking.
4. Lunch and refreshments for exhibitors (up to 2 per party) will be included in the cost of the hire of exhibition space.
5. Participating organisations are reminded that they are responsible for the security and insurance cover of their stands and equipment. Similarly, they are responsible for their employees’ insurance cover in regard to health and safety while attending a Society event.
6. Every effort will be made to ensure stand spaces are as confirmed but the Society reserves the right to alter the layout of the exhibition as necessary.
7. Stands must be set up and dismantled according to times advised by the Society. Failure to adhere to these times will result in a £250 charge unless previous agreement with the Society. Exhibitors must make adequate arrangements for removal of their stand from the venue at the end of the conference.
8. Exhibitors at Society conferences are expected to show respect and professionalism towards delegates, venue, event organisers and other exhibitors at all times.
9. 100% payment for the exhibition space is required at the time of booking/on invoice.
10. Cancellation policy:
 - Space cancelled more than 10 weeks prior to event, but re-sold at same cost – full refund
 - Space cancelled between 6-10 weeks prior to event - 25% refund, unless re-sold at same cost
 - Space cancelled less than 6 weeks prior to the event – no refund, unless re-sold at same cost

I have read the above terms and conditions and agree to meet the requirements stated.

Name:.....

Position:.....

Please return this form to charlottacederqvist@lawscot.org.uk