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**National Training Event (NTE) 2014: 7<sup>th</sup> – 9<sup>th</sup> July 2014**

**Motorpoint Arena Cardiff, Mary Ann Street, Cardiff, CF10 2EQ**

**EXHIBITION BOOKING FORM**

**Company Details**

<b>Company Name:</b>
<b>Company Address and Postcode:</b>

**Contact Details**

<b>Name:</b>
<b>Position in Company:</b>
<b>Tel/Fax:</b>
<b>Email Address:</b>

**Invoicing Details**

*Please only complete if these differ from Company Details and Contact Details*

<b>Contact Name:</b>
<b>Invoicing Address and Postcode:</b>
<b>Tel/Fax:</b>
<b>Email Address:</b>

## **Stands**

Please refer to our Exhibition Floor Plan for space numbers when bookings open at 10am on Tuesday 25<sup>th</sup> March 2014.

Spaces are charged at £190.00 + VAT per square metre and include 1 x fluorescent strip lighting and 1 x 500W power socket per 6sqm booked, a company name board will also be provided. Companies opting to bring their own shell scheme will not be provided with a company name board unless this is specifically requested. Furniture is not provided as standard, so please bring your own if possible, or hire any additional items from our stand providers, Dimension 8 (details will be provided in our Exhibitor Manual).

Companies will need to provide the names of the exhibitors attending closer to the event.

### **Please state your preferred stand number choice(s):**

<b>1<sup>st</sup> choice(s)</b>	<b>2<sup>nd</sup> choice(s)</b>	<b>3<sup>rd</sup> choice(s)</b>

*NB: Stands will be allocated on a first come first served basis.*

**If you wish to use your own shell scheme please contact us as soon as possible.**

Please email your completed form to:

[conference@pmguk.co.uk](mailto:conference@pmguk.co.uk)

COMPLETED FORMS WILL NOT BE ACCEPTED UNTIL TUESDAY 25<sup>TH</sup> MARCH 2014 AT 10AM. STANDS WILL THEN BE ALLOCATED FROM WEDNESDAY 26TH MARCH 2014. PLEASE ONLY SEND BACK THE FORM AS A WORD OR PDF DOCUMENT, HAND WRITTEN SCANNED DOCUMENTS WILL NOT BE ACCEPTED.

Due to the huge demand in 2013, this year we will not start allocating stands until the following day (although it will still be first come first served). We will contact you by email if you have been allocated one of your three choices or by phone if we need to discuss further options with you.