

Exhibitors Booking Form

To book your Exhibition space at the ACDM Annual Conference 22nd – 23rd March 2010, at Whittlebury Hall Hotel, Northampton, simply fill in the form below and return to: **ACDM, 105 St Peters Street, St Albans, Herts, AL1 3EJ** or fax **01727 896026** Confirmation of your space and invoice will follow in due course. Thank you.

Exhibition Space

See enclosed floor plan for full details. Cost £500 ex. VAT per 3m x 2m space

1st Choice 2nd Choice 3rd Choice

Space will be allocated according to date of request received by the ACDM. Whilst every effort will be made to allocate the space requested, the organisers reserve the right to make the final allocation.

COMPANY:

CONTACT NAME:

ACDM CORPORATE MEMBER: Yes No (Corporate Membership of £10 will be added to your invoice)

ADDRESS:

TEL:

E MAIL ADDRESS:

PURCHASE ORDER NO:

ADDRESS AND NAME TO INVOICE:

PAYMENT INFORMATION – PLEASE ENSURE YOU TICK YOUR CHOSEN METHOD OF PAYMENT BELOW.

Payment may be sent with registration form or on receipt of invoice from the ACDM (***please note that a purchase order no. must be given for the ACDM to raise an invoice, places cannot be booked if a purchase order number is not quoted above.***)

Credit Card payments can be processed online by entering the member's area of the ACDM website. You will still need to complete this form and post to ACDM at the address below. Please note AMEX is not accepted.

By Cheque (drawn on a UK bank account or a eurocheque), made payable to ACDM and posted with the completed form to ACDM at the address below.

BACS Payments to HSBC, 31 Chequer Street, St Albans, Hertfordshire, AL1 3YN.

Sort Code 40-40-01. Account Number: 71820206. Account Name: Association for Clinical Data Management.

Please add name and company name to transaction details and advise us in writing when payment has been made. Please also ensure bank charges are paid by your company.

Cancellations. Exhibitors who cancel their place on or before the 30th December 2009 will receive a full refund less a £50 admin charge. After 30th December, **no refunds** will be made but substitutions will be accepted.

ACDM, 105 St Peter's Street, St Albans, Hertfordshire AL1 3EJ

Tel: +44 (0)1727 896080 Fax: +44 (0)1727 896026

Email: admin@acdm.org.uk www.acdm.org.uk

ACDM reserves the right to decline to accept any application for a stand at the Exhibition without giving reasons for such refusal.