

COBISEC

COUNCIL OF BRITISH INDEPENDENT SCHOOLS
IN THE EUROPEAN COMMUNITIES

COBISEC: A Dutch Not For Profit Organisation 0020788H.ZC/THCGREN.92-305/148/LF/SD

COBISEC - THE 26TH ANNUAL CONFERENCE **THE LONDON CONFERENCE FOR BRITISH INTERNATIONAL SCHOOLS WORLDWIDE**

EXHIBITOR'S CONFERENCE BOOKING FORM (1/2)

PLEASE COMPLETE ONE FORM PER EXHIBITOR

Saturday 12th May – Monday 14th May 2007

COMPANY DETAILS

Company Name:

Name of Contact:

Address:

Telephone:

Fax:

Email:

Number of units required:

Number of extra registrations per unit:

ATTENDANCE:

	SATURDAY	SUNDAY		MONDAY	
	Dinner <i>£55.00 per person</i>	Lunch *	Reception* <i>18.00 hrs</i>	Lunch *	Annual Dinner <i>£70.00 per person</i> <i>Black Tie</i>
Please specify no. of people					

* included in exhibition charges.

Additional representative cost per person (above two per unit) will be £55.00 each per day on Sunday and Monday for lunch and refreshments.

Vegetarian option (please specify numbers).

PLEASE NOTE THERE ARE NO FORMAL ARRANGEMENTS FOR DINNER ON SUNDAY EVENING.

EXHIBITOR'S CONFERENCE BOOKING FORM (2/2)

Accommodation: The cost of accommodation in the hotel per night is:

£125.00 per room including breakfast for single occupancy

£145.00 per room including breakfast for double occupancy

Please indicate accommodation and meals required:

Saturday night dinner (£55 per person)	£
Saturday night accommodation	£
Sunday lunch	No charge
Sunday evening Reception	No charge
Sunday night accommodation	£
Monday lunch	No charge
Annual Dinner – Monday night (£70 per person)	£
Exhibition charge *	£
Additional representative cost (£55 per person / day)	£
Laptop Connection for Broadband set up: £150.00 for duration of exhibition	£
Laptop Connection for ISDN set up: £235.00 daily	£
TOTAL	£

* Exhibition charges include one unit of stand space (Exhibitors to supply their own generic stands.

Each stand will be equipped with one 6' x 2' 6" table + 2 chairs), Sunday lunch and evening reception, Monday lunch, and refreshments both days for two representatives per unit.

I will require the 6' table provided	<input type="checkbox"/>	<i>Please tick as required</i>
I will require an electrical connection	<input type="checkbox"/>	
I will require backdrop space	<input type="checkbox"/>	

Please complete booking form and email / fax / mail to:

Anne Skilbeck, Ty Gardd, Forest Road, Hay-on-Wye, Hereford HR3 5DS, UK

secretariat@cobisec.org Tel/Fax: +44 (0) 1497 820425

Once you have been allocated space COBISEC will issue an invoice. Your booking will only be confirmed on receipt of payment.

CANCELLATION POLICY:

Any cancellation of booked exhibition space up to 12th March, 2007 will receive a full refund. After this date no refunds will be made.

Methods of payment:

By sterling / euro cheque: made payable to COBISEC. Send to:

Anne Skilbeck, Ty Gardd, Forest Road, Hay-on-Wye, Hereford HR3 5DS, UK

Bank transfers to: (identifying your company)

By sterling to: COBISEC Account No. 20536768 Sort Code 20-02-62

Barclays Bank, Hythe Branch, Ashford Group, 66 High Street, Ashford, Kent TN24 8TL.

By Euros to:

COBISEC Euro Account No.: 47472166 Sort Code 20-02-62

Barclays Bank, Hythe Branch, Ashford Group, 66 High Street, Ashford, Kent TN24 8TL.

If making a bank transfer, please ensure the sum credited to COBISEC's account is the full amount due and your bank charges have been debited separately to your account.