

Contact: events@scata.org.uk

Please complete, sign, print and scan to events@scata.org.uk

Your Details

Title First Name.....

Surname.....

Post held.....

Organisation.....

Address.....

.....

..... Postcode.....

Telephone.....

Email.....

Please write your address clearly as confirmation will be sent by email.

Twitter name

Names of Representatives

.....

Please specify any special dietary requirements or special needs

.....

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This form must be signed by the delegate or an authorised person before we can accept the booking.

By signing this form you are accepting the terms and conditions below.

Name.....

Signature.....

Date.....

Prices and Reservations

Please enter the appropriate price(s) in the 'Amount' column below.

Please tick	Price	Amount
Mon 13th May only		
<input type="checkbox"/> Stand space (inc refreshments for 2 reps)	£300	£
<input type="checkbox"/> Additional lunch & refreshments	£30 (per rep)	£
<input type="checkbox"/> Annual Dinner	£40 (per ticket)	£
Tues 14th May only		
<input type="checkbox"/> Stand space (inc refreshments for 2 reps)	£300	£
<input type="checkbox"/> Additional lunch & refreshments	£30 (per rep)	£
<input type="checkbox"/> Both Days	£500	£
<input type="checkbox"/> Sponsor delegate bag	£50	£
Total Amount Due		£

Payment

Sorry, we are unable to accept payment by Credit Card

By Cheque -Please make cheques payable to **SCATA ASM**
Cheques must be in £ sterling.

By Invoice -Please send an invoice to:

Name.....

Organisation.....

Address.....

.....

..... Postcode.....

Purchase order number.....

By Bank Transfer

Sort Code: **30-65-22** Account No: **77437660**

Please send your BACS remittance form as confirmation of payment

Your reference.....

By Paypal to : asm@scata.org.uk

Terms and Conditions

Stand price

The stand price includes a space (first come first pick), table, tablecloth and chairs if required. Lunch and refreshments for two representatives. Stands can be erected from 07:00 on Monday and must be dismantled by 18:00 on Tuesday.

Additional Representatives

You are welcome to bring additional representatives but there will be a charge for lunch and refreshments.

Confirmation of booking

Confirmation of a place will be sent to you by email within 14 days of payment being received. If you do not receive this, please contact us.

Cancellations / substitutions

Notice of cancellation must be given in writing to us at least ten working days prior to the event to qualify for a refund. All refunds are made at the discretion of SCATA and are subject to the deduction of a £100 administration fee. Representatives cancelling less than ten working days before the event will not be entitled to a refund unless SCATA considers these to be exceptional circumstances that warrant a refund. SCATA will accept name changes for representatives but please inform us five working days prior to the event so that their names can be included in the delegate packs.

Venue : Museum of Science & Technology

LIVERPOOL ROAD
MANCHESTER M3 4FP
<https://www.scienceandindustrymuseum.org.uk>

Accommodation

On confirmation of your booking you will receive details of nearby accommodation which must be arranged by the representatives.

SCATA Dinner

This is NOT included in the stand price. Please purchase as many tickets as you require. You are welcome to bring guests. If you are interested in contributing to the drinks at either event, please contact us

Delegate Packs

Trade can sponsor the delegate bag where the company logo will be displayed but which must be supplied 12 weeks in advance of the meeting. SCATA reserve the right to resize supplied logos as necessary. All trade can supply promotional materials to be included in the delegate packs 4 weeks in advance.