



SUPPLIER BOOKING FORM

STANDARD RATES: 1st Delegate: £595+vat Each Additional Delegate: £545+vat

Name:	
Company:	
Address:	
	Postcode:
Tel:	Email:
Signature **	

**I confirm I have read and agree to the terms and conditions.

Delegate 1

Name:	Email:
Dietary/accessibility requirement:	

Delegate 2

Name:	Email:
Dietary/accessibility requirement:	

Delegate 3

Name:	Email:
Dietary/accessibility requirement:	

(for 3 or more bookings please contact the events team for a dedicated booking form)

Accommodation preferences:

Accommodation will be hosted at Mercure Cardiff Holland House Hotel and Spa, Radisson Blu Hotel Cardiff and Cardiff Marriott Hotel. Please indicate below the hotel you would like to be accommodated in in order of preference (1= first choice, 3= last choice):

Mercure Holland House: 1, 2 or 3
(Convention Hotel)

Marriott: 1, 2 or 3

Radisson Blu: 1, 2 or 3

Please note, accommodation will be allocated on a first-come, first-served basis and is subject to availability. Whilst we will endeavour to place you at your preferred venue, this cannot be guaranteed.

Additional nights: please advise below if you require any additional nights' accommodation

Delegate 1	Delegate 2	Delegate 3
Tuesday, 6 February <input type="checkbox"/>	Tuesday, 6 February <input type="checkbox"/>	Tuesday, 6 February <input type="checkbox"/>
Friday, 9 February <input type="checkbox"/>	Friday, 9 February <input type="checkbox"/>	Friday, 9 February <input type="checkbox"/>

Additional accommodation costs between £85 – £120 inc VAT PPPN, B&B based on single occupancy, dependent on which hotel you're accommodated at. Double occupancy will incur a supplement. Additional nights will be charged on departure. Subject to availability.

Familiarization Trip preferences:

Please, let us know your preferred fam trip option by ticking the box next to your choice

Friday Fam Trip in Cardiff:

Itinerary to include visit to the National History Museum, Cardiff Castle and Cardiff Bay.
Ends on Friday 9 February at 15:45 at Cardiff Central Station.

No Fam Trip required

METHOD OF PAYMENT

Please tick for your preferred method of payment:

INVOICE (please ✓) An invoice will be sent to you, please provide a name and address (if different from above)

POSTCODE _____ PURCHASE ORDER NUMBER (if required) _____

(Invoices can be paid by bank transfer, credit card or cheque. Details can be found on the invoice).

DIRECT DEBIT (please ✓) If no direct debit agreement exists, our accounts team will get in touch.

TERMS & CONDITIONS

Cancellation Policy: No cancellations or refunds are possible due to the proximity of the event. Name substitutions are accepted.

No refunds are available after Friday 29 December 2017 and any outstanding payment will be required.

- Delegate rates include 2 nights' accommodation and all meals.
- Travel to and from the Convention is **not** included and delegates are recommended to book their journeys at their earliest convenience.
- VAT will be added to all delegate rates at 20%
- All payments must be received by no later than 5 January 2018.

By completing this form, I hereby accept these booking terms and conditions.

HOW TO BOOK

Please complete the details above and return to: events@ukinbound.org or for further information, please call the UKinbound team on 020 7395 7500.