

## SUPPLIER BOOKING FORM

**1<sup>st</sup> Delegate: £545+VAT\***

**Each Additional Delegate: £495+VAT\***

\* Includes Early Bird booking discount available until 30 November 2018

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

\*\*I confirm I have read and agree to the terms and conditions. Please note, typed signatures will **not** be accepted.

### Delegate 1

Name:	Email:
Job Title:	
Dietary/accessibility requirement:	

- I agree that my I data may be shared with other attendees and selected sponsors.  
Please note, this does not affect your existing privacy preferences with UKinbound.

### Delegate 2

Name:	Email:
Job Title:	
Dietary/accessibility requirement:	

- I agree that my I data may be shared with other attendees and selected sponsors.  
Please note, this does not affect your existing privacy preferences with UKinbound.

### Delegate 3

Name:	Email:
Job Title:	
Dietary/accessibility requirement:	

- I agree that my I data may be shared with other attendees and selected sponsors.  
Please note, this does not affect your existing privacy preferences with UKinbound.

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

**Familiarization Trip preferences:**

Please let us know your preferred Fam Trip option by ticking the box next to your choice

**Friday Fam Trip in Glasgow:**  
Itinerary to include visit to the Kelvingrove Art Gallery & Museum, Private Cruise on Loch Lomond, followed by lunch at Loch Lomond Arms Hotel.

Transfers will be available to Glasgow Airport and Glasgow Central once the fam trip has finished at 14:30.

**No Fam Trip required**

**Accommodation preferences:**

Accommodation will be hosted at Principal Grand Central Hotel, Glasgow and DoubleTree by Hilton Glasgow Central. Please indicate below which hotel you would like to be accommodated in, in order of preference (1= first choice, 2= second choice):

**Principal Grand Central Hotel: \_\_\_                      DoubleTree by Hilton Glasgow Central Hotel: \_\_\_**

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 (Principal Grand Central Hotel):** please advise below if you require any additional nights' accommodation

<b>Delegate 1</b>	<b>Delegate 2</b>	<b>Delegate 3</b>
Tuesday, 5 February	Tuesday, 5 February	Tuesday, 5 February
Friday, 8 February	Friday, 8 February	Friday, 8 February

Additional accommodation at the above hotel costs from £90 incl. VAT PPPN, B&B based on single occupancy. Double occupancy will incur a supplement. Additional nights will be charged on departure. Subject to availability.

**Additional nights (DoubleTree by Hilton Glasgow Central Hotel)**

Shoulder nights at DoubleTree by Hilton Glasgow Central are offered on a Best Available Rate basis. Please visit [www.Hilton.com](http://www.Hilton.com) to check rates and secure your booking. The hotel will then link your booking, so you retain the same room for the duration of your stay.

## 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)

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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:** Cancellations must be received on or before Friday 28 December 2018, however a cancellation charge of £150 will apply.

No refunds are available after Friday 28 December 2018 and any outstanding payment will be required.

- Delegate rates include two 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 4 January 2018.

\*\*By completing this form, you hereby accept these booking terms and conditions.

## HOW TO BOOK

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