

HCA L & D Forum 2025 – EXHIBITION BOOKING FORM

**Hilton Birmingham Metropole**

**Tuesday 1st & Wednesday 2nd April 2025**

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| **Build up date:****Monday 31st March 2025** | **Show dates:****Tuesday 1st & Wednesday 2nd April 2025** | **Breakdown:****Wednesday 2nd April 2025** |
| RESIDENTIAL EXHIBITOR PACKAGE COMPRISING:* 3m x 2m Stand Space
* Shell scheme inc fascia panel, nameboard and stand number
* Two x 120w spotlights and one x 500w socket
* One x single occupancy B&B accommodation for two nights Tuesday 1st and Wednesday 2nd April 2025
* Lunch on Tuesday 1st and Wednesday 2nd April 2025
* One place at the President’s Dinner on Tuesday 1st April 2025 and One place at the Branch Dinner on Wednesday 2nd April 2025
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| **Total Package cost (MEMBER RATE) £4275 + VAT**  | **tick box to book** **[ ]**  |
| **NOTES:**  **floorplan is subject to change** | **1st choice \_\_\_\_\_\_\_\_\_\_****2nd choice \_\_\_\_\_\_\_\_\_** |

|  |  |
| --- | --- |
| **Person placing order** |  |
| **Job Title** |  |
| **Organisation** |   |
| **Invoice Address** |   |
| **Admin contact** **(if different from above)** |  |
| **Correspondence address****(if different from above)** |  |
| **Admin Email address**  |  |
| **Telephone** |   |

***BOOKING TERMS AND CONDITIONS*:**

A non-refundable deposit of £100 + VAT will be invoiced immediately. Balance to be invoiced three months before start date of event.

***STAND DETAILS:***

DIMENSIONS: 3m x 2m TYPE: Space Only
Electricity supply is NOT included in the price and should be ordered through Opex, the official electrical contractor, telephone 020 7370 8088. Stand numbers will be allocated by the organisers

**CUSTOMER SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

You will be sent a 10% non-returnable deposit invoice on 24th May 2024. The 90% balance invoice will be sent on 11th October 2024. For bookings received after 11th October, an invoice for 100% of the total will be sent. Full payment will be due 30 days after invoice date. Cancellations must be made in writing and sent recorded delivery to Dewberry Redpoint Ltd, PO Box 13340, Colchester, CO6 4XG

by 10th October 2024. Cancellations made after 10th October 2024 will be subject to a cancellation charge of 100% of the amount due.

**ALL STANDS MUST BE PAID FOR IN FULL PRIOR TO THE EVENT, FAILURE TO DO SO WILL RESULT IN THE LOSS OF THE RIGHT TO EXHIBIT**

**BUT YOU WILL STILL BE LIABLE FOR 100% OF THE COST OF THE STAND.**

***Please email back to jackib@dewberryredpoint.co.uk***