

EXHIBITOR BOOKING FORM

5 EASY STEPS

Select a location from the floorplan, complete the form and send with your deposit to the address below. Remember that selection of a location does NOT guarantee that you will receive that site. Every effort will be made to offer you that site or a suitable equivalent.

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS



STEP 1: COMPLETE YOUR DETAILS

Company name.....

Contact person.....

Position.....

Address.....

.....

.....

.....

Postcode.....

Country.....

Telephone.....

Fax.....

Email.....

Mobile.....

Website.....

Product/Service provided.....

If you are the agent booking on behalf of a client we require the above details of the client as well.

STEP 5: SIGN AND SEND BACK

We have read the Rules & Regulations of the Exhibition and agree to abide by them.

Signed..... Print name.....

Job title..... Date.....

NOTE: No booking will be accepted without the full deposit including VAT. Final payment of the balance of your stand will be invoiced in April 2011 and will be due for payment by 20th May 2011. Failure to pay by the due date will result in your stand being re-allocated.
OVERSEAS EXHIBITORS: Payments can ONLY be accepted by Sterling cheque drawn on a British based bank or bank transfer (see details below)

Please send this original booking form and deposit cheque to:
Expo Management Ltd, Olympus Avenue, Leamington Spa, Warwickshire CV34 6BF
Tel: **01926 833052** Fax: **01926 888004** Email: **info@coachandbuslive.com** Website: **www.coachandbuslive.com**

Bank transfers can be made to:
Lloyds TSB, 22 Bridge Street, Stratford Upon Avon, Warwickshire CV37 6AG
Sort Code: **30 98 26** Account Number: **02627982**

Please retain a copy of this booking form for your records.

STEP 2: CHOOSE YOUR STAND TYPE

- Vehicle stand:** £44 per m² plus VAT
- Mini/midi vehicle stand:** £83 per m² plus VAT
- Open stand:** £112 per m² plus VAT
- Shell scheme:** £171 per m² plus VAT

STEP 3: CHOOSE YOUR STAND SIZE

Stand No
Stand dimension x
Total sqm

STEP 4: CALCULATE YOUR STAND PRICE

Full cost of stand	£.....
plus VAT	£.....
Total	£.....
Deposit (divided by 4)	£.....

Please tick:

- We enclose a cheque made payable to Expo Coach Ltd
- We have instructed our bank to pay Expo Coach Ltd

*VAT is applicable to all exhibitors. Any changes in the level of VAT payment will be reflected in the final invoice.