

# ShowcaseMarketplace

Kelham Hall, Newark, Nottinghamshire, NG23 5QX  
Wednesday 7<sup>th</sup> May, 10.00am-3.00pm

Please complete this booking form and return it by 9<sup>th</sup> April, with a cheque for the total amount, made payable to Scarlet Events Management Ltd., to:

Kathryn D'Souza, Scarlet Events Management Ltd., 132 Chatsworth Drive, Berry Hill, Mansfield, Nottinghamshire, NG18 4QX

Should you have any further questions or requirements regarding the event, please email [info@scarlet-events.co.uk](mailto:info@scarlet-events.co.uk)

## Booking Details – Exhibitors / Demonstrators

Name: \_\_\_\_\_

Company/Organisation Name: \_\_\_\_\_

Nature of business: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Tel: \_\_\_\_\_

e-mail: \_\_\_\_\_

Web address: \_\_\_\_\_

Names of additional attendees: \_\_\_\_\_

Special dietary requirements? \_\_\_\_\_

Special access requirements? \_\_\_\_\_

Do you require an electric socket? \_\_\_\_\_

Do you require an internet connection? \_\_\_\_\_

If you plan to bring any demonstration equipment, please give details. \_\_\_\_\_

Please note that any electrical equipment you bring **must** be PAT tested.

Please indicate your preferred exhibition zone:

Green & Ethical	Fashion & Gifts	Health & Wellbeing	Better in Business	Unique & Essential

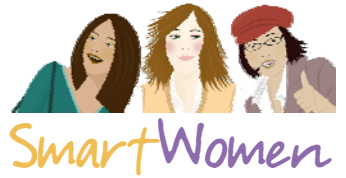
## Event Activity Details

I would like to book in to a **Speed Networking Session**:

	Time	Delegate(s)
Speed Networking Session 1	11.00	_____
Speed Networking Session 2	2.00	_____

I would like to book in to the following **Boost Your Business Workshops**:

	Time	Delegate(s)
Cost-effective & Creative Ways with Marketing and the Media	10.30	_____
Effective e-Marketing	11.30	_____
Making Tax Less Taxing	1.30	_____
Managing Your Legal Responsibilities	2.00	_____



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## Payment Details

	No.	Price inc. VAT	Total
I would like to book an exhibition space	<input type="text"/>	£88.13	<input type="text"/>
I would like to book an exhibition/sales table	<input type="text"/>	£88.13	<input type="text"/>
I would like to book a demonstration spot	<input type="text"/>	£88.13	<input type="text"/>
I would like to book additional attendees	<input type="text"/>	£47.00	<input type="text"/>
I would like to book no. of Slideshow slides*	<input type="text"/>	£11.75	<input type="text"/>
		<b>TOTAL</b>	<input type="text"/>

I enclose a cheque\*\* for a total of \_\_\_\_\_, or

Please contact me to arrange BACS payment, or

Please invoice me at the above address

\* Requirements for the Slideshow can be found at [www.womengetsmart.co.uk/about/slideshow](http://www.womengetsmart.co.uk/about/slideshow). All information should be emailed to [francine@womengetsmart.co.uk](mailto:francine@womengetsmart.co.uk)

\*\* Cheques should be made payable to Scarlet Events Management Ltd.

## Permission Details – please tick to agree

I would like my contact details to be shared on the delegate list  **Phone**  **e-mail**

I would like to be informed of future networking events

I would like to receive details about a Summer Ball

I would like to be contacted by Business Link regarding their services by:  **Phone**  **e-mail**  **Post**

All details will be held in accordance with the Data Protection Act 1998. Data collected will be used and retained by Smart Women Ltd. and Scarlet Events Management Ltd. as organisers of the event and event sponsors including Business Link and emda. Your details will not be disclosed to any other third party. We would like to provide you with additional details of other new products, initiatives and information that may be of interest to you.

## Where did you hear about this event?

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## Booking, Cancellation, Security and Data Policies

1. The booking will not be confirmed until full payment has been received.
2. Cancellations received up to 14 days before the conference will be refunded in full less an administration fee of £10 + vat. Cancellations received within 14 days of the event will not be refunded however registrations may be transferred to a substitute attendee. Cancellations must be made in writing by email to [info@scarlet-events.co.uk](mailto:info@scarlet-events.co.uk) and a confirmation will be sent to you. Please keep a record of this confirmation in case of query.
3. Attendees and exhibitors are responsible for the security and safekeeping of their belongings during the event.
4. The information you have provided will be kept on file for registration and may be shared only with the official main event sponsor. We will respect your personal information and undertake to comply with all applicable UK Data Protection legislation currently in force.