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| **E H F** | **16th ANNUAL EHF MEETING****Woodland Grange - Leamington Spa** 2nd & 3rd April 2019 |

# EXHIBITOR INFORMATION

## **Venue:** **Woodland Grange - Leamington Spa**

 <http://www.woodlandgrange.com/>

## **Meeting Dates:** Tuesday 2nd and Wednesday 3rd April 2018

**Stand Space:** 2.5m x 1.75m approximately

 **Height Maximum 2m**

**Stand Fee:** £500 **NB** *Only 14 available*

**Stand-**

 **Set up time:** Tuesday from – 9:00am

 **Trade show start time: Tuesday 12.30pm**

 **Breakdown time:** Wednesday from – 2:15pm (**at the earliest**)

**Overnight Accommodation:** Monday £90

 Tuesday £90

**Attendance fee:** £35 per trade representative attending.

**Conference Dinner:** £35 per person (held on Tuesday)

**Trade Presentation Slots:** £80 each **NB** *None available*

**Advertising in Conference pack:** £50 per item (one in each delegate pack)

**Logo/Details on Conference Pack:** £90 each **NB** *Only 2 spaces available*

Booking Forms, Payments and/or Queries To:

M Fulleylove, GSK, Gunnels Wood Road, Stevenage, Hertfordshire. SG1 2NY

Tel +44(0) 1438 763005 e-mail: info@the-ehf.org

**Please Note:**

Payment due in full no later than 23rd February.

Each company attending is requested to supply an electronic copy (EPS or AI preferred, although jpg, tif or PDF are also acceptable) of their preferred company logo to be used in the trade competition to encourage delegates to visit the stands. The logos should arrive no later than February 23rd

Leaflets to be included in the delegate pack must arrive by 23rd February

- Leaflets arriving later than this will not be included in the delegate packs but will be left on

 the registration desk for collection by the delegates.

Cancellations within 4 weeks of the meeting are non-refundable.

Stands should **not** be dismantled until after 2:15pm on the Wednesday.

Trade presentation slots and logo/details on delegate pack are allocated on a “first come first served” basis.

The following will be provided for each trade stand:

One delegate pack identical to that given to the delegates (supplied at the meeting) and, from those delegates who give consent, contact details (to be e-mailed after the meeting).

Cheques payable to: European Histology Forum

BACS payment details: Account name: European Histology Forum

 Account number: 12193626

 Sort code: 16-34-24

 IBAN: GB18 RBOS1634 2412 1936 26