

CONFERENCE BOOKING FORM

I wish to book a delegate place at the ASSC Annual Conference 2017 **–** [**NB:** The AGM is restricted to ASSC Members only but non-ASSC Members are welcome to attend the Conference]. ASSC invites you join them for a complimentary glass of wine at an informal drinks reception on Monday 6th November 2017 at the The Bothy, 33 Kinnoull Street, Perth PH1 5EN – please indicate if you wish to attend.

How to book

* Book online at [**www.assc.co.uk/conference/**](http://www.assc.co.uk/conference/)or via [**Eventbrite**](https://www.eventbrite.co.uk/e/association-of-scotlands-self-caterers-assc-conference-2017-tickets-33832334423) **OR** complete the form below and email it to Eleanor@assc.co.uk or post to Eleanor McBain, 3 King’s Mount, Baldock, Herts, SG7 6FP to arrive **no later than 1st October 2017.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **First Name**  | **last Name**  | **drinks reception ATTENDANCE** |
| **Attendee 1**  |  |  | **Yes / No**  |
| **Attendee 2**  |  |  | **Yes / No** |
| **Attendee 3** |  |  | **Yes / No** |

Company / Organisation / Business / Property Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please indicate any dietary / special requirements:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delegate Fees

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **FEE** | **NO OF DELEGATES** | **TOTAL FEES** |
| MEMBER: FULL BOOKING FEE | £70.00 + 20% vat = £84.00 |  | **£** |
| MEMBER: EARLY BIRD BOOKING FEE (book by 31st August 2017) | £65.00 + 20% vat = **£78.00** |  | **£** |
| NON-MEMBER: FULL BOOKING FEE  | £92.00 + 20% vat = **£110.40** |  | **£** |
| NON-MEMBER: EARLY BIRD BOOKING FEE (book by 31st August 2017) | £87.50 + 20% vat = **£105.00** |  | **£** |
| PARTNER ATTENDANCE: BOOKING FEE – including complimentary attendance at drinks reception | £65.00 + 20% vat = **£78.00** |  | **£** |
| PARTNER ATTENDANCE – EARLY BIRD BOOKING DISCOUNT - including complimentary attendance at drinks reception  | £61.00 + 20% vat = **£73.20** |  | **£** |

**NB: “Non-member delegates joining the ASSC at or immediately after the conference are eligible for a 15 month membership fee of £90 + VAT per year, with no joining fee - saving you £50 and 3 months complimentary membership”**

Payment Options

* **Cheque:** Payable to The Association of Scotland’s Self-Caterers
* **BACS:** Association of Scotland’s Self-Caterers Ltd | Sort Code 83-17-05 | Account No: 00643888
* **Credit/debit Card:**

**Credit Card Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name on Card:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Start Date:** \_\_\_\_\_\_\_ **Expiry Date:** \_\_\_\_\_\_\_\_ **Security code:** \_\_\_\_\_\_\_ **Issue No:** \_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accommodation: is **NOT** included. See “Accommodation & Parking” document for options.

Payment Terms: Full payment is due on booking / as invoiced. Cancellations must be received in writing be email before Friday 20th October 2017. NO refunds will be made after 20th October 2017.  Conference places are transferrable to colleagues, please advise name change as soon as possible.

Data Protection: any personal data supplied will be treated in accordance with the principles of the Data Protection Act 1998. If you do not wish your contact details passed to exhibitors for marketing purposes tick here

**VAT will be charged at the current rate applicable at the time of invoice.**

**CONFIRMATION DETAILS WILL BE SENT TO YOU BY EMAIL**

For further information contact our event organiser

Joyce Borthwick

Crescent Events Ltd

Tel: 0131 554 8998

Email: joyce.borthwick@crescentevents.co.uk