

TERMS & CONDITIONS

Please make sure you have read all terms & conditions carefully.

1. The SAP UKI User Group reserves the right to accept or reject speakers without prejudice. All sponsors will be given guidance regarding presentation titles, theme, timing and ideas for content of their presentation slot.
2. SAP UKI User Group reserves the right to withdraw any element of the exhibition packages or deduct some of your exhibitor points, if deadlines are not adhered to (see below for deadline information).
3. Exhibition space and the location of such space is subject to change at short notice. SAP UKI User Group reserves the right to exercise its sole discretion in the acceptance or refusal of applications.
4. The preferences requested for booth space location are for guidance and not guaranteed. SAP UKI User Group does not represent that any space will be available to any applicant.
5. Cancellations will be subject to the full cost of the booking. SAP UKI User Group will not accept cancellation or withdrawal of any application once it has been made. The full cost of stand space booked is due irrespective of non-attendance. No refunds will be given.
6. All exhibitors must adhere to the 'Terms & Conditions' (available upon request) of the Partner Exhibitor Priority Points Scheme; if there is any violation the User Group reserves the right to discard or remove points.

Deadlines

All customer speaker or vendor track proposals **MUST** be submitted to the SAP UKI User Group no later than **Tuesday, 1st June 2010**. The proposals must include:

- a. Title
- b. Synopsis
- c. Speaker details

All confirmed presentations **MUST** be submitted on the SAP UKI User Group approved slides no later than **Friday, 15th October 2010**.

All 'Demo Jam' proposals **MUST** be submitted no later than **Wednesday, 1st September 2010**.

All POD graphic panel artwork must be received no later than **Wednesday, 1st September 2010** for the graphic panels or this element of the package will be withdrawn.

For more information regarding the terms & conditions of booking, please contact Katie Farr, Exhibition Co-ordinator on +44 (0)1789 765932, or Katie@ama-limited.co.uk

EXHIBITION BOOKING FORM

SAP UKI User Group Conference & Exhibition
Manchester Central, 21 – 23 November 2010

Please circle your choice below. All prices exclude VAT
Stands will be allocated on a 'first-come first-served basis.'

Stand Level	Platinum	Gold	Silver	Bronze	POD
Affiliate Member Rate	£21,000	£13,500	£9000	£6500	£3650
Non-member rate	£23,000	£15,500	£11,000	£8500	£5650

I agree to book this stand at the SAP UK & Ireland User Group Conference & Exhibition to be held at Manchester Central, Manchester from the 21st – 23rd November 2010.

Company name			
Contact name			
Position in company			
Invoice address & post code			
Phone		Fax	
Email			
Signed		Date	

I hereby declare that I am authorised to place orders and purchases on behalf of the above named company and I am liable to make immediate payment on receipt of invoice and I fully understand which items are included and are not included in my chosen package.

* Platinum, Gold & Silver Bookings Only*

Presentation Opportunity – from the choices below please indicate which presentation opportunity you would like as part of your package. *Limited numbers of each opportunity are available and subject to proposal approval.*

Opportunity	Tick <input type="checkbox"/> one of the options below
Customer Slot – 30 minute presentation in a breakout session	
Exhibitor Slot – 30 minute presentation in the vendor track	
Demo Jam – 5 minute demo in the 'Demo Jam' session	

APPLICATIONS	PAYMENT TERMS	CANCELLATION
<p>Please return this booking form to Katie Farr by fax to 01789 766193.</p> <p>Applicants may be made by telephone or fax on a 'first come, first served' basis. Places are not confirmed until payment is received in full.</p>	<ul style="list-style-type: none"> • 25% invoiced on completion of a signed booking form • 50% invoiced in April 2010 • Final 25% invoiced in September 2010 	<p>SAP UKI User Group will not accept cancellation or withdrawal of any application once it has been made. The full cost of the exhibition sponsorship taken is due irrespective of non-attendance. No refunds are given.</p>