

Ergonomics & Human Factors 2011

Exhibitor information

Date & venue

The Ergonomics & Human Factors 2011 Conference is the annual conference of the Institute of Ergonomics & Human Factors. It will take place at Stoke Rochford Hall, near Grantham in Lincolnshire from 12-14 April 2011. The Exhibition Hall will be the Rochford and Turnor Rooms which is where the refreshment breaks will be held.

Floor plan

See the floor plan and information on the next page.

The timetable

Set up day is Tuesday 12th April 2011 from 9am. Unloading will be from outside the main entrance, then you can park anywhere in the main car park. At the end of the first day's sessions at 5pm, delegates will be encouraged to assemble in the Exhibition Hall where there will be a drinks reception. This will continue until 6.30pm when dinner will be served for the delegates. In the evening of the first day is the Taylor & Francis Quiz, which will be held in the Library and to which you are very welcome.

On the second day of the conference, the morning and afternoon coffee breaks and the buffet lunch will be served in the Exhibition Hall. This is to give you the maximum amount of exposure to the delegates. At the end of the second day, Wednesday, you are free to break down. The Annual Dinner takes place on Wednesday 13th April in the Library following a drinks reception.

If you choose to stay on, the third day morning coffee will be served in the Exhibition Hall and the conference finishes at lunchtime.

Publicity

The conference programme, which will be printed in December, will include information about you if you have confirmed your attendance by completing the booking form. The 1600 programmes are circulated to all members of the Institute and members of other organisations, and are included in delegate packs at other Institute events.

The programme is printed again in March 2011. This is distributed to the conference delegates and is also used as advertising material throughout the year.

The March issue of *The Ergonomist* includes a section on the conference and it is an opportunity for you to announce your intention to be at the conference and to say what's on offer.

Included in your package is the opportunity to put a leaflet in the delegate bags. This needs to be delivered to the Institute office no later than 1 April 2011.

Sponsorship

There are many sponsorship opportunities available at this conference. If you are interested, please let us know.

Exhibitor's package

Your package includes:

- ◆ One exhibition space
- ◆ Heating, lighting and electricity to your stand
- ◆ Tables and chairs
- ◆ One person on the stand
- ◆ Refreshments and lunch on Tuesday 12th April and Wednesday 13th April
- ◆ Attendance at any of the sessions on Tuesday and Wednesday
- ◆ Entrance to the Quiz Night on Tuesday evening
- ◆ A leaflet in the delegate bags

Your package does not include the following, but they are available:

- ◆ Accommodation
- ◆ Breakfast or evening meals
- ◆ The Annual Dinner on Wednesday evening
- ◆ A copy of the proceedings

See the booking form for more information about these options.

Floor plan

There are 7 spaces measuring 3m x 2m which are available for £795 +VAT.

Please make sure you indicate on the booking form the space number you would prefer. Spaces will be allocated on a first come first served basis.

BOOKING TERMS & CONDITIONS

Please read these terms and conditions carefully.

Payment is by invoice, credit card or cheque. Payment by invoice is not accepted after 5 January 2011 and payment by invoice will incur a £10 +VAT charge. Please ensure all invoices are paid in full by 1 February 2011. A VAT receipt will be issued upon receipt of payment. Please note that cheques can only be accepted in £ Sterling and made payable to **Ergonomics Marketing Ltd.**

Please note that exhibitors are responsible for the delivery, setting up, maintenance, dismantling and security of their own exhibits at the conference. Exhibitors are also responsible for ensuring the arrival at the venue of any materials sent by courier or post.

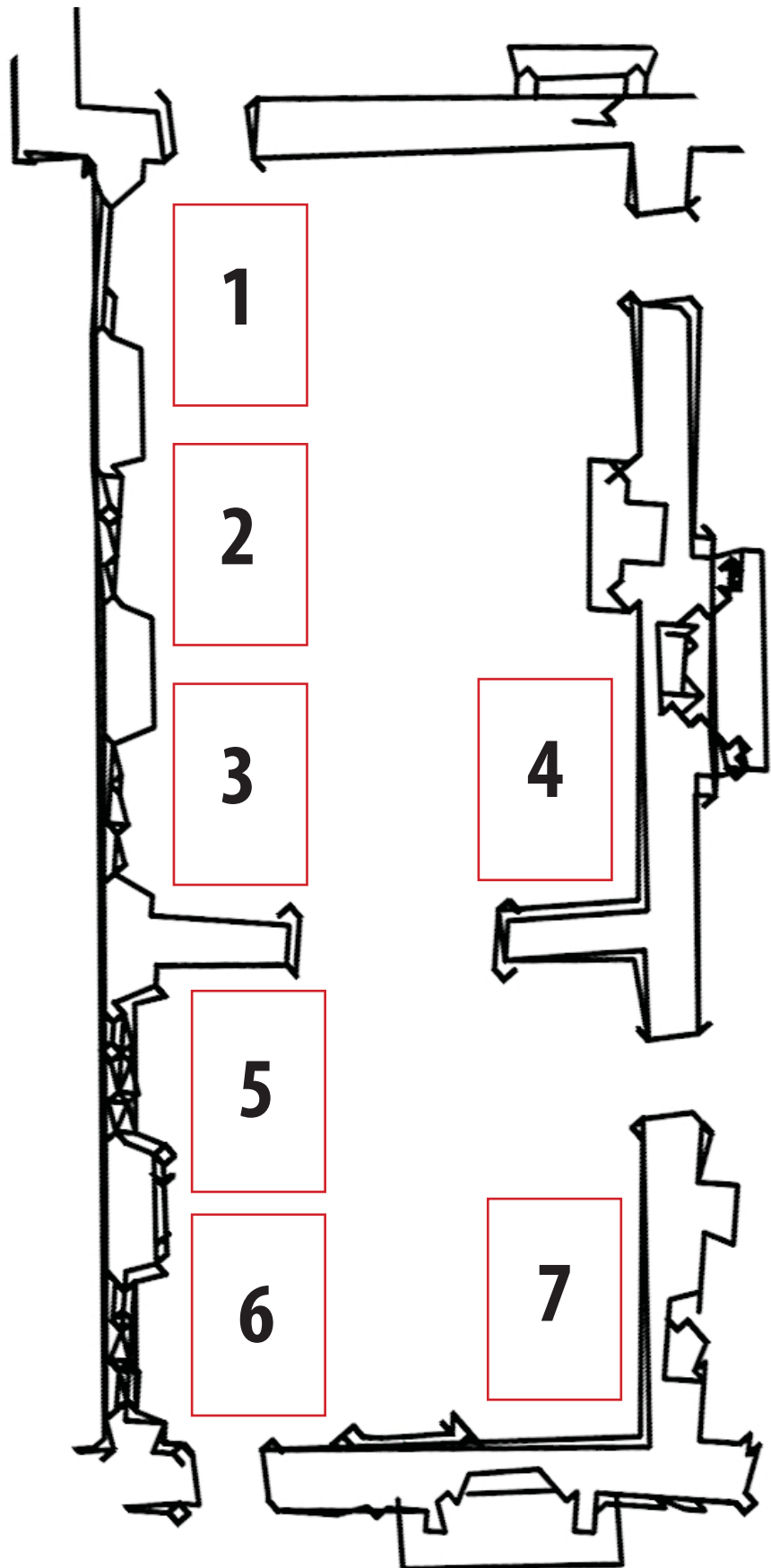
Cancellation policy

If you wish to cancel your booking before 31 January 2011, there will be no charge. If you wish to cancel your booking between 31 January and 28 February 2011 there will be a charge of 50% of your invoice. If you wish to cancel your booking after 28 February 2011 there will be no refund.

Further information

For further information, please contact Sue Hull, Conference Manager, IEHF, Elms Court, Elms Grove, Loughborough LE11 1RG, telephone 01509 234904, email s.hull@ergonomics.org.uk.

Visit the conference website at www.ehf2011.org.uk.





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Exhibitor Booking Form

CONTACT DETAILS

Name of company/organisation:

Name and title of attendee(s):

Mailing address:

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Telephone:

Email:

REQUIREMENTS

Please reserve (insert no. of spaces)exhibition space(s) at £795 +VAT per space which includes: one exhibition space, electricity, and conference attendance for one person.

Preferred space number(s):

Day delegate rate at £100 +VAT for additional helpers (insert no. required):on 12th April on 13th April

Bed & Breakfast at £75 +VAT per person per night (insert no. required):on 11th April on 12th April

Annual Dinner at £50 +VAT per person (insert no. required):

A copy of the proceedings, "Contemporary Ergonomics & Human Factors 2011" at £45 (no VAT) (tick box if required): []

PAYMENT

Method of payment (please circle and provide relevant details for the following):

Cheque

Visa

Mastercard

Switch

Invoice

Card number:

Expiry date:.....Security number (last 3 digits):.....Issue number (Switch only):.....

Card holder's name:

Card holder's address (if different from above):.....

.....

Amount: £ Please charge my credit card

I acknowledge responsibility for ensuring that the charges shown above are paid to Ergonomics Marketing Ltd before 1 February 2011 and accept that if they do not receive payment before that date, the booking will be cancelled.

Signature Date

Print name

Please send this completed booking form to: Sue Hull, Conference Manager, Institute of Ergonomics & Human Factors, Elms Court, Elms Grove, Loughborough LE11 1RG, or fax it to 01509 235666.

Thank you for your support.