Please complete all of the information on this booking form. Please ensure you read the terms of use as part of the hire agreement and that you are aware of the current GDPR regulations, IATEFL’s privacy policy and your company’s procedures for handling such information.

An introduction on how to use the scanner(s) will be given on site ahead of the exhibition opening. All scanner(s) and accessories must be returned on Friday 19th April 2024, as soon as the exhibition hall has closed to delegates. Failure to return the scanner(s) or any of its parts, or returning damaged scanner(s), will result in a £250.00 fine.

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| **Company details** |
| Company Name: |  |
| Key Contact Name: |  |
| Key Contact Email: |  |
| Key Contact Telephone: |  |
|  |
| Accounts Contact: |  |
| Accounts Contact Email: |  |
| Accounts Contact Telephone: |  |
| Invoicing Address: |  |
| VAT Number: |  | PO Number: |  |

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| The cost of hire for the event duration is £195.00 (exclusive of VAT) per scanner |
| Number of scanners required: |  |

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| Terms of use:• Badge scanner(s) and accessories must be signed out on the first day of the exhibition and will remain the responsibility of the hirer for the duration of the exhibition.• On the last day of the exhibition (Friday 19 April 2024), a member of the IATEFL team will collect all badge scanner(s) and accessories from your stand.• All data will be exported and formatted, and will then be sent via email as a CSV file. • Once the final data has been received, all companies are reminded to act in accordance with current GDPR regulations and IATEFL’s privacy policy. The data must not be sold or passed on to third parties.• The available data will be drawn from information provided by each delegate when registering for the conference. IATEFL is not responsible for any false or missing information provided by delegates.• Permission from the delegate must be obtained before scanning a badge.• Guidance on how the delegate’s information will be used by the company must be provided, if requested by a delegate. |

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| *By signing this agreement, you are agreeing to IATEFL’s payment terms and conditions of use of a badge scanner. On receipt of this booking form, IATEFL will confirm your booking and will send an invoice for payment.* |
| Total Cost: |  |
| Signature: |  | Date: |  |

**Please return this form to exhibition@iatefl.org**