Literature about new products/services, general promotion of your company or details about your upcoming activities whilst at conference are all welcomed within the delegate bags. Please ensure all literature is no larger than A4 in size. All items including artwork must be approved by IATEFL before production and production costs must be covered by your company. Please note that we require items to be produced and sent to our chosen courier between **Monday 25th March 2024 – Friday 29th March 2024** for inclusion. We will advise nearer the time how many should be produced.

New for this year, IATEFL will be accepting QR codes which we will display on a useful insert. Why not offer delegates a digital discount for a product you are selling on your stand? Or a link to interact with your company?

If you would like to insert an alternative item such as pens, paper, promotional products or sweet treat; please contact exhibition@iatefl.org directly for more details, including cost and availability before completing this form.

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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: |  |
| Company Name: |  | | |

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| Please select from the insert options below. Please note that all prices are quoted exclusive of VAT | | | | | |
| 1 Page | £250.00 |  | 2 – 4 Pages | £350.00 |  | 5 + Pages | POA |  |
| Digital QR Code | £50.00 |  | Other Item | POA |  |

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| --- |
| Following artwork approval from IATEFL, your items should be delivered to:  KPM Group | Unit 1, Mill Place, Platt Business Estate, Maidstone Road, Sevenoaks, TN15 8TB  All deliveries must be sent between Monday 25th March 2024 – Friday 29th March 2024  Any deliveries sent before or after this time will not be accepted.  Adverts should be submitted in either PDF, JPEG or PNG format. All colours should be RGB. |

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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**](file:///\\IATEFL-SVR\Company\Conference\2022%20Belfast%2017-20%20May\Exhibition%20and%20Sponsorship\1.%20Exhibition\3.%20Booking%20Forms\exhibition@iatefl.org)