

Consumer Affairs &
Trading Standards
Conference & Exhibition

The International Centre Harrogate
26 June - 29 June 2017

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BOOKING FORM 2017

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www.tradingstandards.uk/conference2017



Consumer Affairs & Trading Standards Conference & Exhibition 2017

#CTSICONF



I am delighted to invite you to the CTSI annual Conference 2017 which is the flagship event in the trading standards calendar. It is a fantastic chance to meet with many across the consumer protection community. The event has lots of opportunities to learn and network, to listen to excellent and thought provoking speakers and celebrate the successes of the profession and those that work with and in the trading standards community.

It is important in these changing times for the profession and its stakeholders to work together effectively. We will have a wide variety of activities to ensure that everyone can gain maximum benefit from their attendance including: mini theatres; plenary sessions; training and networking opportunities; and a dynamic exhibition.

This year's Conference makes a welcome return to historic Harrogate which has proved a very popular venue for us previously.

Please do join me to share in this unique Conference atmosphere.

Sara Barry
Chair, Chartered Trading Standards Institute

For further details visit
www.tradingstandards.uk/conference2017

PLEASE COMPLETE IN BLOCK CAPITALS

Title (Mr/s, Ms, other) First Name Last Name
 Organisation / authority name
 Postcode Telephone Email
 Main office contact name Main office telephone

ADVERTISING – CONFERENCE GUIDE

Premium positions £985 + VAT*

Outside back cover	(A4 - 297mm x 210mm wide + 3mm bleed)	<input type="text"/>
Inside back cover	(277mm x 190mm wide)	<input type="text"/>
Inside front cover	(277mm x 190mm wide)	<input type="text"/>

Run of brochure

Full page	(277mm x 190mm wide)	<input type="text"/>	£759 + VAT*
Half page landscape	(125mm x 190mm wide)	<input type="text"/>	£535 + VAT*
Half page portrait	(260mm x 90mm wide)	<input type="text"/>	£535 + VAT*
Quarter page	(125mm x 90mm wide)	<input type="text"/>	£321 + VAT*

Leaflet inserts (to be supplied on paper from renewable sources) £503 + VAT*

MINI-THEATRES

An excellent opportunity to promote your organisation by giving 30 or 45 minute presentations on the subject of your choice (product launch, debating session, award ceremony etc). A maximum of 70 delegates per auditorium; 50% of tickets will be issued no later than 2 weeks prior to Conference. Any unallocated tickets at the start of Conference must be returned to the information desk.

30 minute session	<input type="text"/>	£1,020 + VAT* Please reserve mini-theatre (day/time)
45 minute session	<input type="text"/>	£1,390 + VAT* Please reserve mini-theatre (day/time)

Mini-theatre passes

Session holders receive three mini-theatre passes per session for two speakers and one organiser, which permits access to the exhibition and their mini-theatre session/s. Complimentary Welcome Drinks Reception tickets, will be available to session holders subject to booking. You will be asked to confirm the number required by 15 May 2017. Additional mini-theatre passes can be purchased for a charge of £50 + VAT* per person.

SPONSORSHIP

A wide range of sponsorship opportunities are available – please contact us at conferencesales@tsi.org.uk.

ROOM HIRE

An excellent range of rooms and open space is available, suitable for receptions, presentations, meetings and smaller conferences. Please email the CTSI events team for further information at tsievents@tsi.org.uk. Price on application.

Payment terms

We require a purchase order number before payment can be made. Purchase order number:
 Please indicate name and address for invoice to be sent, if different to the above:

A cheque is enclosed payable to itsa Limited for £

A bank transfer for £ has been made to the NatWest Bank – Account Name: itsa Limited – Account Number: 58326081 – Sort Code: 60 09 24

Full payment is due as invoiced. Cancellations must be received in writing by 31 March 2017.

The fee will be refunded less a £250 administration charge. After 31 March 2017 NO money will be refunded.

By signing below I acknowledge that I have read, understood and agree to the above Terms and Conditions.

Signature

Printed Name Date

Please return your completed form/s to Chartered Trading Standards Institute, 1 Sylvan Court, Sylvan Way, Southfields Business Park, Basildon, SS15 6TH Email: tsievents@tsi.org.uk Tel: 01268 886 696 / Fax: 01268 582 247

* VAT will be charged at the applicable rate.



DELEGATE AND EVENING EVENTS

PLEASE COMPLETE IN BLOCK CAPITALS

Title (Mr/s, Ms, other) First Name Last Name
 Organisation / Authority Name Contact Name
 Job Title Name / Other Details Required on Badge
 Business / Private Address (please delete)
 Postcode Telephone Email

CONFERENCE PACKAGES

CTSI Members

Members of the Chartered Trading Standards Institute are entitled to attend as Conference delegates FREE OF CHARGE but must register BEFORE 3 May 2017 to receive a Conference pack

Day/s attending CTSI membership number
 Please ensure you also select any evening events you wish to attend below

Three-Day Delegate Package

Admission to all Conference sessions and exhibition, plus Conference pack

Please indicate below attendance to the Welcome Drinks Reception £409 + VAT*

Daily Delegate

Admission on a specific day to whole Conference and exhibition, plus Conference pack

£180 + VAT*

Welcome Drinks Reception

Monday 26 June 2017, Exhibition Hall, The Harrogate International Centre, Harrogate 18:30 - 20:00

All Conference attendees are invited to attend this evening event, please tick to indicate attendance** £FOC

Awards Dinner

Tuesday 27 June 2017, The Royal Hall, The Harrogate International Centre, Harrogate 19.00 - 01.00

£42 + VAT*

CTSI Party Night

Wednesday 28 June 2017, Restaurant Bar and Grill, Harrogate. Ticket price includes one drink and food - details to follow.

TBC

Exhibition Visitors

Admission on specific day/s to exhibition arena ONLY - FREE OF CHARGE

Please indicate special requirements/needs

Early bookings

Delegate bookings received before 28 February 2017 and paid by 31 March 2017 will be entitled to a 10% discount; otherwise full price will be charged

Accommodation in Harrogate

We are working with First4Venues to provide accommodation for our Conference. Visit <http://www.tradingstandards.uk/events/accommodationinformation.cfm> to make an enquiry. Available rooms will be held up to 12 May 2017. **Don't delay book today!**

Payment terms

Invoice Employer Invoice Delegate

We require a purchase order number before payment can be made. Purchase order number
 Please indicate name and address for invoice to be sent, if different to the above

A cheque is enclosed payable to itsa Limited for £

A bank transfer for £ has been made to the NatWest Bank - Account Name: **itsa Limited** - Account Number: **58326081** - Sort Code: **60 09 24**

Full payment is due as invoiced. Delegate fee cancellations must be received in writing before first working day in May 2017, the fee will be refunded less a £50 + VAT* administration charge. NO refund will be made on cancellations on Conference Dinner tickets booked after last working day in April 2017; bookings may be transferred to colleagues - please advise of any transfers in writing no less than seven days prior to the event.

By submitting this registration form, you consent to receiving email marketing messages from us on future events. If you do not want to receive such messages, tick here

Your registration details will be published on the delegate attendance register, hosted on CTSI's Conference website and provided to Conference exhibitors and mini-theatre session holders. If you do not want your details published, tick here

Please return your completed form/s to Chartered Trading Standards Institute, 1 Sylvan Court, Sylvan Way, Southfields Business Park, Basildon, SS15 6TH Email: tsievents@tsi.org.uk Tel: 01268 886 696 / Fax: 01268 582 247

* VAT will be charged at the applicable rate. **Numbers required for catering purposes

PLEASE COMPLETE IN BLOCK CAPITALS

Title (Mr/s, Ms, other) First Name Last Name
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 Postcode Telephone Email
 Main Office Contact Name Main Office Telephone

Premium position (t) shell scheme standBase price £348 + VAT* (per m²) **Shell scheme stand**Base price £303 + VAT* (per m²) **Please confirm:**

We wish to reserve stand number (First Choice) (Second Choice) A Total of m²
 Please tick if ACG member

(t) Premium positions are highlighted in purple on the exhibition plan

Early bookings

Exhibitor bookings received before 27 February 2017 and paid by 31 March 2017 will be entitled to a 10% discount; otherwise full price will be charged.

Exhibitor classified entry

All exhibitors are entitled to a 50 word basic entry, plus company logo in the Conference guide. A hyperlink will also appear on the CTSI Conference web page.

Entries received after 3 May 2017 cannot be included in the Conference guide.

Option 1 50 word basic entry, company logo and hyperlink from the Conference page FOC

Option 2 Expanded entry to a maximum of 100 words with company logo and hyperlink £91 + VAT*

Exhibitor passes Exhibitors receive four complimentary exhibitor passes per stand which permits access to the exhibition, plenary sessions and mini-theatres. Exhibitors receive refreshment vouchers according to stand size. Complimentary Welcome Drinks Reception tickets will be available to exhibitors subject to booking. You will be asked to confirm the number required by **15 May 2017**. Additional exhibitor passes can be purchased for a charge of £50 + VAT* per person.

For general exhibition information please refer to the back cover.

Payment terms

We require a purchase order number before payment can be made. Purchase order number
 Please indicate name and address for invoice to be sent, if different to the above

A cheque is enclosed payable to itsa Limited for £

A bank transfer for £ has been made to the NatWest Bank - Account Name: itsa Limited - Account Number: 58326081 - Sort Code: 60 09 24

A 40% stand deposit is required on confirmation of order. Deposits are non-refundable. Balance due no later than 31 March 2017.

Exhibition cancellations must be received in writing before 31 March 2017. After this date NO money will be refunded.

The exhibitor may not sub-let or sub license or in any other way part with possession of or share the stand space allocated to it except with the prior consent of the organiser.

By signing below I acknowledge that I have read, understood and agree to the above Terms and Conditions.

Signature

Name Date

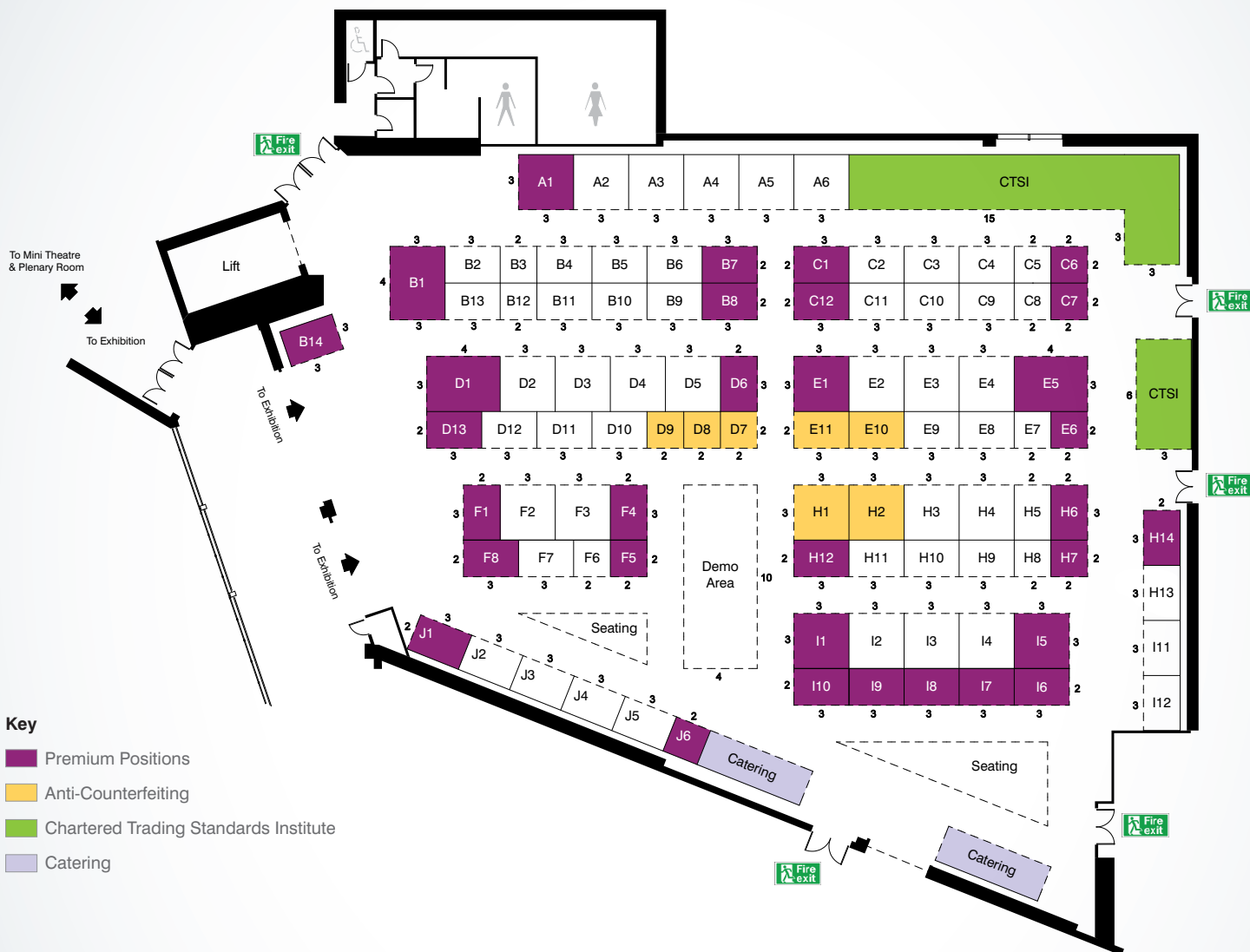
If you would like your email address passed to Conference, mini-theatre organisers and exhibitors for the purpose of offering you entrance to events and sessions please tick here

Please return your completed form/s to Chartered Trading Standards Institute, 1 Sylvan Court, Sylvan Way, Southfields Business Park, Basildon, SS15 6TH Email: tsievents@tsi.org.uk Tel: 01268 886 696 / Fax: 01268 582 247

* VAT will be charged at the applicable rate.



EXHIBITION PLAN



Venue
 The Harrogate International Centre,
 King's Road, Harrogate,
 Yorkshire HG1 5LA
 Tel: +44 (0) 1423 500500

Exhibition Stands
 Shell scheme stands are fully carpeted and include walls, fascia to open sides, name board, and supports. Stands are fitted with one 50w low voltage spotlight per 4m² and a 500w socket outlet per stand. Stands can be combined or increased and additional electrics can be purchased separately, if required.

Sponsorship
 A wide range of sponsorship opportunities are available – please contact us at conferencesales@tsi.org.uk

Advertising
 Advertising opportunities are available in the Conference guide and delegate information pack.

Presentations, Meetings, and Receptions
 Organisations can take advantage of the Conference to arrange their own events. There are limited meeting facilities available within the venue; please call CTSI on 01268 886 696 to discuss availability.



For further details, please visit www.tradingstandards.uk/conference2017