



## **Research Conference 24 February 2010**

### **Information for Exhibitors**

The conference has space for desks or stands in the foyer of suite of rooms where it is being held. The suite of rooms is fully accessible to people with disabilities.

#### **Exhibitor's Fee**

Profit-making organisations:           £95.00 plus VAT = £109.25  
Not-for-profit organisations:           £65.00 plus VAT = £74.75

#### **Facilities Offered to Exhibitors**

All exhibitors will be provided with one 5ft table plus two chairs. Their fee entitles them to one conference lunch; additional lunches may be booked on payment of a catering fee (details available on request). Power connections are available but please specify if this is required since this can affect the location of your stand. Internet connections are also available but an additional charge will be levied for this.

### **Information about Inserts**

Promotional pamphlets, leaflets or flyers from other organisations may be inserted into the conference delegate packs upon payment of a fee. The fees quoted below are for inserts of up to 4 sides A4 paper (or equivalent). Larger inserts may be included but a supplementary fee will be charged (please contact the conference organisers for a quotation).

#### **Insert Fee**

Profit-making organisations:           £95.00 plus VAT = £109.25  
Not-for-profit organisations:           £65.00 plus VAT = £74.75

Sufficient copies of the promotional material must be provided to the conference organisers by 01 February 2010. The address for this will be provided once agreement is reached about including promotional materials in the delegate packs.

### Booking an Exhibitor's Stand or Arranging for Inserts

Anyone interested in having an exhibition stand or desk at the Cafcass Research Conference 2010, or who wants to insert their promotional material should complete the exhibitors booking form and forward this to Judith Soares (Research Conference Coordinator):

### Further Information Needed?

Please contact:

Dr FA Watson, Cafcass Research Officer

[flo.watson@cafcass.gov.uk](mailto:flo.watson@cafcass.gov.uk)

phone: (01603) 226600

or

Judith Soares, Research Conference Coordinator

[judith.soares@cafcass.gov.uk](mailto:judith.soares@cafcass.gov.uk)

phone: (0844) 353-3350

**Please Note:** Decisions about which inserts will be accepted and which organisations may exhibit at the conference will be made by the conference organising committee and are non-negotiable.