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| C:\Users\EAF\Desktop\eafest.org.jpg | **Exhibitor Booking Form**  Edinburgh Anaesthesia Festival  21-23 August 2024  @ Royal College of Physicians, Edinburgh |

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| Company Name: |  |
| Exhibitor Fee: |  |
| Contact Name: |  |
| Email: |  |
| Phone Number: |  |
| Invoice Address: |  |
| Website: |  |
| Social Media handle(s): |  |

**Conference Journal**: Sponsors’ contact details and logo will be included within the journal accessible by all delegates.

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| Brief description you would like next to your logo (eg company or products) | (Max 50 words) |
| Contact details (to appear in the journal): | |
| Name: |  |
| Mobile: |  |
| Email: |  |

**Details of representatives attending the conference, during the day** (these can be supplied at later date if unknown):

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| Name: |  |  |
| Email address: |  |  |
| Dietary requirements: |  |  |

**EXHIBITOR STAND:** A table (5ft) and 2 chairs will be provided. Access to set up the stand will be on the morning of the Day 1 (21st Aug), 7.30am. Stands should not be dismantled until after the final refreshment break on Day 3 (23 Aug), 3.10pm.

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| Brief description of stand and dimensions of backdrop: |
| **Deliveries:** Do you require exhibitor materials / kit to be delivered to the venue in advance of the conference? **Yes / No**  (Deliveries should be labelledwith: your company name, c/o Karen Grant, Edinburgh Anaesthesia Festival, 21-23 August, RCPE, 11 Queen Street, Edinburgh, EH2 1JQ.) |
| **Collection:**Do you require exhibitor materials / kit to be collected from the venue after the conference? **Yes / No** |
| **INSURANCE**  All exhibitors must have Public Liability Insurance during the Edinburgh Anaesthesia Festival (EAF), including the set up and dismantling of their stand. Neither the conference organisers nor Royal College of Physicians Edinburgh (RCPE) will be held responsible for any loss or injury to the exhibitor and / or their employees, regardless of cause. Exhibitors will not hold the EAF responsible for any damage caused to their stand or equipment during the EAF or transit to / from the venue.  The RCPE will be locked each night and security will be in attendance at the venue during opening times. However, it is recommended not to leave any valuables on your stand when not in attendance. The EAF will not be held responsible for any loss or damage to personal possessions, equipment or display materials.  By submitting this form, you agree to these terms. |