

Low cost

## COMMERCIAL EXHIBITION

Tuesday 6- Wednesday 7 December 2011  
University of Bradford, UK

This biennial International conference again provides a forum for the presentation of engineering excellence in polymer process engineering. As before, a low cost Exhibition is to be held in conjunction with the conference, in the University's Norcroft Centre. An example layout of the upper level of the Norcroft Centre is enclosed for information: demand is high and space is limited, so early booking is vital to ensure your space.

### Exhibition facilities

- **Exhibition space** is being made available in areas of approximately 2.5m x 3 m. Backing display boards (6' or 8' long, 3' or 4' high, free standing) will be available - these are covered in Marler-Haley 'Expolooop' fabric, for which 'Velcro' fasteners should be used. Alternatively, you may use your own display boards/ exhibition stand - please indicate if this is the case. Display tables (~1m x 0.5m) will also be available. Exhibitors are responsible for their own signs and exhibition display material.
- The **exhibition site** is on the ground floor of the Norcroft Centre, immediately above the conference lecture theatre.
- A 13 amp socket (e.g for a video display, computer,etc.) will be available at each stand.
- **Conference coffee, lunch and tea are taken at the exhibition each day, allowing as much time in the exhibition as possible**

**Access** to the exhibition area will be from late Monday 5 December, via the Security desk in the University main entrance. On confirmation of your booking, floor space will be reserved for you and you will be advised of the location of your stand. On arrival you will find a table in position with your company name attached.

### Parking and Unloading

Parking details will be sent after your booking is received. The Norcroft Building has an entrance on the ground floor, on Tumbling Hill Street.

### Removal of exhibition stands and materials

All exhibition stands and materials must be removed between the end of the conference and approximately 6pm on Wednesday 7 December.

### Exhibition fee includes Conference registration

Exhibitors pay the appropriate Exhibitors Conference fee for the chosen space - **this fee entitles the company to exhibit, and one person to hold full registration for the conference** (all sessions, preprints and lunches, - a

provisional conference programme is attached for your information). Preferential rates are available for second and subsequent delegates from the company, or for delegates sponsored via an exhibitor (see Exhibitor's Booking Form). *Please note that exhibitors need only complete the exhibitors booking form (attached).* Please complete the Conference brochure booking form for each other delegate, one form per delegate - photocopies of the form are acceptable.

*Cancellation of bookings:* the conditions indicated in the Conference brochure apply.

### **Accommodation**

Details of selected local hotels are given in the conference web site ([www.brad.ac.uk/ppe](http://www.brad.ac.uk/ppe)).

### **List of conference delegates**

This will be available on the morning of Tuesday 6 December 2011.

Please let me know if you require any further information, or if I might be of assistance.

I look forward to your booking, and seeing you at **Polymer Process Engineering '11.**

A handwritten signature in black ink that reads "Philip Coates". The signature is written in a cursive style with a large initial 'P' and 'C'.

Professor P D Coates FREng

# EXHIBITOR'S BOOKING FORM

Please return to: Prof P D Coates FEng, PPE Exhibition, School of Engineering,  
 University of Bradford, Bradford BD7 1DP  
 Tel 01274-234540; email p.d.coates@bradford.ac.uk

**Please make all cheques payable to the University of Bradford**

NAME \_\_\_\_\_ POSITION \_\_\_\_\_  
 ORGANISATION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_  
 EMAIL \_\_\_\_\_

I wish to book:	£
_____ (number) approx. <b>2m x 3m</b> exhibition space(s) [fee includes full registration of <u>one</u> delegate to the conference]	300
_____ extra persons conference registration [preferential rate]	90
_____ extra persons conference registration, <i>one day</i> [preferential rate]	75
_____ Conference Dinner(s) <b>special rate</b> for exhibitor:	25

**Accommodation** - please send me a Hotel list: YES / NO [ see web site]

**Please invoice me [Order no. \_\_\_\_\_ ] for\*/ I enclose a remittance of\* \_\_\_\_\_ £**

\*delete one Please make cheques payable to the University of Bradford  
 If you require invoicing, you MUST provide an order number.

**EXHIBITOR'S REQUIREMENTS:**

Will you bring your own display boards? Yes / No

***The fee for exhibitors includes full conference registration for one delegate, and an exhibition space of approximately 2mx3m and the hire of tables and chairs.***

I understand that all exhibition display material must be provided by ourselves and that the hirer of the exhibition space shall be held responsible to the University of Bradford for any damage caused to the property. I have read and understand the terms of registration and cancellation in this document and the Conference brochure.

Signed..... Date.....