

BMSS43 EXHIBITION SPACE BOOKING FORM

**43rd BMSS Annual Meeting & Exhibition, Royal Northern College of Music, Manchester, UK. 12-14 September 2023**

# THE EXHIBITOR:

**Pronoun/Salutation:** **Job Title:**  **First Name:**  **Last Name:**  **Company/Organisation:**  **Correspondence Address:**

 **Post Code:** **E-Mail:**  **Tel:**

**I wish to book the following exhibition space for and on behalf of my company/organisation *(please refer to the BMSS43 exhibition floor plan and tariff published on the BMSS website: www.bmss.org.uk).***

**Exhibition Plot Number(s):**

**Total Amount Due (£):**

**My organisation has a Public Liability Insurance Policy valid for the duration of the 43rd BMSS Annual Meeting between 12th and 14th September 2023 at the RNCM, Manchester [Y/N]:**

**I HAVE READ & AGREE TO THE TERMS & CONDITIONS APPENDED BELOW.**

**Signature:**

**Date:**

# TERMS & CONDITIONS (page1):

**This booking form constitutes a legally binding agreement between the British Mass Spectrometry Society (BMSS) and the Exhibitor. The BMSS will confirm all bookings, by e-mail. Once a booking is confirmed the Exhibitor shall become fully liable for the total amount due in Pounds Sterling. The Exhibitor shall remit the total amount due to the BMSS no less than eight (8) weeks prior to the commencement of the BMSS43 exhibition on the 12th September 2023. Bookings made eight (8) weeks or less before the date of the exhibition are payable in full at the time of booking. The BMSS is not registered with HMRC for VAT and cannot, therefore, issue VAT invoices or receipts (UK Charity No: 281330).**

# TERMS & CONDITIONS (page 2):

**INVOICING DATE:**

All BMSS43 Exhibition Space bookings will be invoiced on or after 06-april-2023.

# PUBLIC LIABILITY INSURANCE:

The BMSS require all exhibitors/sponsors to affirm that they have a Public Liability Insurance policy valid for the duration of the 43rd BMSS Annual Meeting between 12th and 14th September 2023 at Manchester UK.

# CODE OF CONDUCT FOR BMSS43 & RELATED EVENTS:

The Exhibitor, the Exhibitor’s employees and the Exhibitor’s agents attending the BMSS43 Annual Meeting shall agree to comply with the BMSS CODE OF CONDUCT for BMSS EVENTS and BMSS RELATED EVENTS, a copy of which can be found on the BMSS website at: [www.bmss.org.uk/about-us/policies-1/code-of-conduct-for-bmss-and-bmss-related-events/](http://www.bmss.org.uk/about-us/policies-1/code-of-conduct-for-bmss-and-bmss-related-events/)

# GENERAL CANCELLATION & REFUND POLICY:

In the event that an Exhibitor wishes to cancel their BMSS43 (2023) booking eight (8) weeks or more before the start of the BMSS43 exhibition the BMSS will endeavor to resell such exhibition space. If the contracted space is successfully resold the exhibitor will be refunded less an administration fee of fifty pounds (£50.00).

In the event that the Society has to cancel BMSS43 (2023) as a consequence of a change in HMG regulations (*e.g.* re-imposition of a national/regional lockdown) the BMSS will refund exhibitor’s booking fees in full.